

	§	
Plaintiff(s),	§	
<i>versus</i>	§	
	§	CIVIL ACTION NO. _____
	§	
Defendant(s).	§	

**NOTICE AND ACKNOWLEDGMENT FOR SERVICE BY MAIL**

**TO DEFENDANT:** \_\_\_\_\_  
(Name and Address)

The summons and complaint are served under Rule 4(c)(2)(C)(ii) of the Federal Rules of Civil Procedure. You must sign and date the acknowledgment below and return one copy of it to the sender within 20 days. If you received the papers for a corporation, unincorporated association, partnership, or other entity (including another person), you must indicate under your signature your relationship to it.

If you *do not* return the completed form to the sender within 20 days, you may be required to pay the expenses of serving a summons and complaint in another way under the law.

If you *do* return the completed form, you must answer the complaint within 20 days. If you fail to file an answer, a judgment will be taken against you for the relief demanded in the complaint.

I declare, under the penalty of perjury, that this notice and acknowledgment will have been mailed on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Plaintiff

\_\_\_\_\_  
Date of Signature

**ACKNOWLEDGMENT OF RECEIPT**

I declare, under penalty of perjury, that I received a copy of the summons and complaint in this matter on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (location)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Typed

\_\_\_\_\_  
Relationship or Authority