

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**



**CLERK'S OFFICE PROCEDURES FOR
SERVICE OF PROCESS ON A
FOREIGN DEFENDANT**

(Pursuant to FRCP 4 and the Foreign Sovereign Immunities Act)

(Revised: May 2022)

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UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
CLERK'S OFFICE PROCEDURES FOR
SERVICE OF PROCESS ON A FOREIGN DEFENDANT

I. INTRODUCTION

A. SPECIAL NOTE: The information in this guide was compiled by the Clerk's Office with help from the U.S. Department of State and other resources to specify procedures to be followed when service of a foreign party requires involvement of the Clerk's Office. This information is not intended to be nor should it be considered or referenced as legal authority on service. A party and their legal counsel are wholly responsible for ensuring that service is legal and proper in any case.

B. PURPOSE:

1. This guide summarizes the Clerk's Office procedures relating to service of the summons and complaint upon:
 - a. an **individual or corporation in a foreign state**, pursuant to Rule 4(f)(2)(C)(ii) of the Federal Rules of Civil Procedure (FRCP); or
 - b. a **foreign state or a political subdivision of a foreign state**, pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(3); or
 - c. a **foreign state or a political subdivision of a foreign state** through diplomatic channels via the U.S. Department of State, pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(4); or
 - d. an **agency or instrumentality of a foreign state**, pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(b)(3)(B).

C. RULES & STATUTES:

1. [FRCP 4\(f\)\(2\)\(C\)\(ii\)](#) - Serving an individual in a foreign country
2. [FRCP 4\(j\)\(1\)](#) – Serving a foreign state
3. [FRCP 12\(a\)\(1\)](#) – Time to serve a responsive pleading
4. [28 U.S.C. § 1608\(a\)\(3\)](#) – Service upon a foreign state or political subdivision of a foreign state
5. [28 U.S.C. § 1608\(a\)\(4\)](#) - Service upon a foreign state or political subdivision of a foreign state through diplomatic channels via the U.S. Department of State
6. [28 U.S.C. § 1608\(b\)\(3\)\(B\)](#) – Service upon an agency or instrumentality of a foreign state
7. [28 U.S.C. § 1608\(b\)\(3\)\(C\)](#) – Service as directed by order of the court
8. [28 U.S.C. § 1608\(c\)\(1\) and \(c\)\(2\)](#) – Date of service
9. [28 U.S.C. § 1608\(d\)](#) – Answer or other responsive pleading
10. [28 U.S.C. § 1608\(e\)](#) – Judgment by default

D. REFERENCES & RESOURCES:

1. [The Hague Conference on Private International Law](#) (HCCH)
2. [HCCH Members](#)
3. [Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil and Commercial Matters](#) (Service Convention)
4. [Status Table of the Service Convention](#)
5. [HCCH Practical Handbook on the Operation of the Service Convention](#)
6. [Service Convention FAQs](#)
7. [U.S. Department of State's Foreign Affairs Manual \(7 FAM 950 Service of Process Abroad\)](#)
8. [U.S. Department of State's International Judicial Assistance](#)
9. [U.S. Department of State's Service of Process](#)
10. [Foreign Sovereign Immunities Act of 1976](#) (FSIA)
11. [FSIA Checklist](#)
12. [Service Hierarchy](#)

E. OTHER NOTES:

1. Service by U.S. Postal Service (registered mail) is not permitted to Iran or Syria.
2. The U.S. Department of State charges the plaintiff \$2,275.00 for service through diplomatic channels. The fee must be paid via cashier's check to the "U.S. Department of State" or the U.S. Embassy or Consulate involved. For example, requests for service upon Iran or its political subdivisions the check should be made out to "U.S. Embassy Bern."

II. PROCEDURES FOR SERVICE OF AN INDIVIDUAL OR CORPORATION IN A FOREIGN STATE UNDER FRCP 4(f)(2)(C)(ii)

If service is for a **named individual or corporation in a foreign state**, you may attempt service under FRCP 4(f)(2)(C)(ii); if not a named individual, skip this step and proceed to service under 28 U.S.C. § 1608(a)(3).

A. DOCKET THE AFFIDAVIT REQUESTING FOREIGN MAILING

1. Fill out the *Affidavit Requesting Foreign Mailing* and draft request letter.
 - a. Counsel should request service of process on an **individual in a foreign state** by filling out the *Affidavit Requesting Foreign Mailing (Attachment A)*, which can also be found on the Court's [website](#).
 - (1) Be sure to select the correct mailing method, as well as the appropriate provision being requested. In this instance, select **FRCP 4(f)(2)(C)(ii)**.
 - (2) The affidavit may be electronically signed as “/s/[NAME].”
 - b. A letter addressed to the Clerk (**Attachment B-1**) should also be drafted to request service under this rule and attached to the *Affidavit Requesting Foreign Mailing* as an exhibit.

2. Docket the *Affidavit Requesting Foreign Mailing* and request letter.
 - a. Scan or convert the *Affidavit Requesting Foreign Mailing*, including the letter and/or other exhibits, to a non-fillable PDF.
 - b. Docket the *Affidavit Requesting Foreign Mailing* in ECF.
 - (1) Select the event ***Affidavit for Foreign Mailing*** found under **Other Documents** on the ECF **Civil** docketing menu.
 - (2) Enter the case number and click **[Submit]**.
 - (3) **[Choose File]** and upload the PDF document you are filing.
 - (a) If you do not have any further attachments to your filing, click **[Submit]**.
 - (b) If you have an attachment to your filing, click **[Choose File]** again under *Attachments* and upload the PDF of the attachment. Then click **[Submit]**.
 - (4) Select the FILER and click **[Submit]**.
 - (5) The next screen will ask “Should the document you are filing link to another document in this case?” Do not check the box next to this question. Just click **[Submit]**.
 - (6) At the edit text screen, the text should read “AFFIDAVIT REQUESTING FOREIGN MAILING by [Plaintiff].” Click **[Submit]** to complete the entry and receive the *Notice of Electronic Filing (Attachment C)*.

B. SUBMIT DOCUMENTS TO THE CLERK'S OFFICE

1. Counsel is responsible for submitting all necessary documents and/or mailing materials to the Clerk's Office.
 - a. Materials needed for service by **FedEx and DHL**:
 - (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if a previous service attempt was made; this should also be filed on the docket).
 - (4) One (1) copy of the summons and complaint for each defendant (as well as any additional documents filed at the time the case was opened).
 - (5) One (1) FedEx or DHL document envelope for each defendant. (**Note:** The Clerk's Office does not have access to any DHL supplies; DHL envelopes **must** be supplied by counsel).
 - (6) One (1) FedEx shipping label (**Attachment D-1**) or DHL International Shipment Waybill (**Attachment D-2**) **filled out and addressed to each defendant**:
 - (a) The waybill must include the **law firm's address as the sender** and the **Payer Account Number**. **Counsel must provide an account number**. The Clerk's Office cannot be charged for the shipment.
 - (b) The waybill **must be typed, not handwritten**.
 - (c) **For DHL:** Be sure to provide the specified DHL International Shipment Waybill. This waybill allows for shipments outside the United States. If a different waybill is used, DHL will not deliver outside the country.
 - ***PLEASE NOTE:** If sending documents to an embargoed country, contact DHL (1-800-CALL-DHL) to find out if the law firm/shipper (not the embargoed country) is on the approved shipper's list to send to an embargoed country. If this is not done, counsel will not be able to schedule a pick-up of the package(s).
 - b. Materials needed for service by **registered mail**:
 - (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if applicable and if not previously filed on the docket).
 - (4) One (1) copy of the summons and complaint for each defendant (as well as any additional documents filed at the time the case was opened).

***PLEASE NOTE:** Service by registered mail can only be achieved if counsel arranges for their office/staff to hand carry the packages to the U.S. Post Office, as the Clerk's Office is unable to perform this task; otherwise, proceed to service by FedEx or DHL (section a. above).

C. MAIL PACKAGES

1. FedEx: The Clerk's Office will drop packages in the courthouse's FedEx drop box.
2. DHL: The attorney is responsible for calling DHL to schedule a pick-up. The package(s) will be picked up by the DHL courier from the District Court's mailroom.
3. Registered Mail: The Clerk's Office will call counsel to come get the package(s) and take them to the Post Office. Counsel is responsible for paying for postage.
 - a. Once you have taken the package(s) to the Post Office to be mailed, you must return the stamped *Receipt for Registered Mail* (PS Form 3806) (**Attachment D-3**) to the Clerk's Office for docketing.

D. DOCKET PROOF OF DELIVERY/NON-DELIVERY

1. If the package(s) is delivered, file proof of service on the summons and complaint using the event ***Summons Returned Executed as to Foreign State or Agency*** under **Service of Process** on the civil docketing menu in ECF.
2. If the package(s) is returned undelivered or is undeliverable, file proof of non-service using the event ***Summons Returned Unexecuted*** under **Service of Process** on the civil docketing menu in ECF.

III. PROCEDURES FOR SERVICE ON A FOREIGN STATE OR POLITICAL SUBDIVISION OF A FOREIGN STATE UNDER 28 U.S.C. § 1608(a)(3)

If service on a **foreign state or political subdivision of a foreign state** cannot be made under 28 U.S.C. § 1608(a)(1) or (a)(2), you may attempt service under 28 U.S.C. § 1608(a)(3).

A. DOCKET THE AFFIDAVIT REQUESTING FOREIGN MAILING

1. Fill out the *Affidavit Requesting Foreign Mailing* and draft request letter.
 - a. Counsel should request service of process on a foreign entity by filling out the *Affidavit Requesting Foreign Mailing (Attachment A)*, which can be found on the Court's website: <https://www.dcd.uscourts.gov/general-civil-forms>.
 - (1) Be sure to select the correct mailing method, as well as the appropriate provision being requested. In this case, select **28 U.S.C. § 1608(a)(3)**.
 - (2) The affidavit may be electronically signed as *"/s/[NAME]."*
 - b. A letter addressed to the Clerk (**Attachment B-2**) should also be drafted to request service under this rule and attached to the *Affidavit Requesting Foreign Mailing* as an exhibit.

2. Docket the *Affidavit Requesting Foreign Mailing* and request letter.
 - a. Scan or convert the *Affidavit Requesting Foreign Mailing*, including the letter and/or other exhibits, to a non-fillable PDF.
 - b. Docket the *Affidavit Requesting Foreign Mailing* in ECF.
 - (1) Select the event ***Affidavit for Foreign Mailing*** found under **Other Documents** on the ECF **Civil** docketing menu.
 - (2) Enter the case number and click **[Submit]**.
 - (3) **[Choose File]** and upload the PDF document you are filing.
 - (a) If you do not have any further attachments to your filing, click **[Submit]**.
 - (b) If you have an attachment to your filing, click **[Choose File]** again under *Attachments* and upload the PDF of the attachment. Then click **[Submit]**.
 - (4) Select the FILER and click **[Submit]**.
 - (5) The next screen will ask "Should the document you are filing link to another document in this case?" Do not check the box next to this question. Just click **[Submit]**.
 - (6) At the edit text screen, the text should read "AFFIDAVIT REQUESTING FOREIGN MAILING by [Plaintiff]." Click **[Submit]** to complete the entry and receive the *Notice of Electronic Filing (Attachment C)*.

B. SUBMIT DOCUMENTS TO THE CLERK'S OFFICE

1. Counsel is responsible for submitting all necessary documents and/or mailing materials to the Clerk's Office in paper form.

- a. Materials needed for service by **FedEx or DHL**:
- *PLEASE NOTE:** If sending documents to an embargoed country, contact DHL (1-800-CALL-DHL) to find out if the law firm/shipper (not the embargoed country) is on the approved shipper's list to send to an embargoed country. If this is not done, counsel will not be able to schedule a pick of the package(s).
- (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if a previous service attempt was made; this should also be filed on the docket).
 - (4) One (1) copy of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request. Paper clip the sets together.
 - (5) One (1) FedEx or DHL document envelope for each defendant. (**Note:** The Clerk's Office does not have access to any DHL supplies; DHL envelopes **must** be supplied by counsel).
 - (6) One (1) FedEx shipping label (**Attachment D-1**) or DHL International Shipment Waybill (**Attachments D-2**) filled out and addressed to each defendant.
 - (a) The waybill must include the **law firm's address as the sender** and the **Payer Account Number**. **Counsel must provide an account number**. The Clerk's Office cannot be charged for the shipment.
 - (b) The waybill **must be typed, not handwritten**.
 - (c) **For DHL:** Be sure to provide the specified International Shipment Waybill. This waybill allows for shipments outside the United States. If a different waybill is used, DHL will not deliver outside the country.
- b. Materials needed for service by **registered mail**:
- *PLEASE NOTE:** Service by registered mail under this rule can only be achieved if counsel arranges for their office/staff to hand carry the packages to the U.S. Post Office, as the Clerk's Office is unable to perform this task; otherwise, proceed to service by FedEx or DHL (section a. above).
- (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if applicable and if not previously filed on the docket).
 - (4) One (1) copy of the summons, complaint, notice of suit (as well as any additional documents filed with the complaint), and translations of each for each addressee named in the request. Paper clip the sets together.

C. MAIL PACKAGES

1. FedEx: The Clerk's Office will drop packages in the courthouse's FedEx drop box.
2. DHL: The attorney is responsible for calling DHL to schedule a pick-up. The package(s) will be picked up by the DHL courier from the District Court's mailroom.
3. Registered Mail: The Clerk's Office will call counsel to come get the package(s) and take them to the Post Office. Counsel is responsible for paying for postage.
 - a. Once you have taken the package(s) to the Post Office to be mailed, you must return the stamped *Receipt for Registered Mail* (PS Form 3806) (**Attachment D-3**) to the Clerk's Office for docketing.

D. DOCKET PROOF OF DELIVERY/NON-DELIVERY

3. If the package(s) is delivered, file proof of service on the summons and complaint using the event ***Summons Returned Executed as to Foreign State or Agency*** under **Service of Process** on the **Civil** docketing menu in ECF.
4. If the package(s) is returned undelivered or is undeliverable, file proof of non-service using the event ***Summons Returned Unexecuted*** under **Service of Process** on the Civil docketing menu in ECF.

IV. PROCEDURES FOR SERVICE VIA DIPLOMATIC CHANNELS UNDER 28 U.S.C. § 1608(a)(4)

If service cannot be made on a **foreign state or political subdivision of a foreign state** within thirty (30) days under 28 U.S.C. § 1608(a)(3), you may proceed to service via diplomatic channels, 28 U.S.C. § 1608(a)(4).

A. DOCKET THE AFFIDAVIT REQUESTING FOREIGN MAILING

1. Fill out the *Affidavit Requesting Foreign Mailing* and draft request letter.
 - a. Counsel should request service of process on a foreign entity via diplomatic channels (through the U.S. Department of State) by filling out the *Affidavit Requesting Foreign Mailing (Attachment A)*, which can be found on the Court's website: <https://www.dcd.uscourts.gov/general-civil-forms>.
 - (1) Be sure to select the correct mailing method, as well as the appropriate provision being requested. In this case, select **28 U.S.C. § 1608(a)(4)**.
 - (2) The affidavit may be electronically signed as "/s/[NAME]."
 - b. A letter addressed to the Clerk (**Attachment B-3**) should also be drafted to request service under this rule and attached to the *Affidavit Requesting Foreign Mailing* as an exhibit.
 - (1) Be sure to specify the appropriate provision being requested. In this case, **28 U.S.C. § 1608(a)(4)**.
 - (2) Also include any additional details or exhibits as an explanation for the basis of the request.
 - c. For additional information, review the State Department's [FSIA Checklist](#).
2. Docket the *Affidavit Requesting Foreign Mailing* and request letter.
 - a. Scan or convert the *Affidavit Requesting Foreign Mailing*, including the letter and/or other exhibits, to a non-fillable PDF.
 - b. Docket the *Affidavit Requesting Foreign Mailing* in ECF.
 - (1) Select the event ***Affidavit for Foreign Mailing*** found under **Other Documents** on the ECF **Civil** docketing menu.
 - (2) Enter the case number and click **[Submit]**.
 - (3) **[Choose File]** and upload the PDF document you are filing.
 - (a) If you do not have any further attachments to your filing, click **[Submit]**.
 - (b) If you have an attachment to your filing, click **[Choose File]** again under *Attachments* and upload the PDF of the attachment. Then click **[Submit]**.
 - (4) Select the FILER and click **[Submit]**.
 - (5) The next screen will ask "Should the document you are filing link to another document in this case?" Do not check the box next to this question. Just click **[Submit]**.
 - (6) At the edit text screen, the text should read "AFFIDAVIT REQUESTING FOREIGN MAILING by [Plaintiff]." Click **[Submit]** to complete the entry and receive the *Notice of Electronic Filing (Attachment C)*.

B. SUBMIT DOCUMENTS TO THE CLERK'S OFFICE

1. The attorney is responsible for submitting all necessary documents and/or mailing materials to the Clerk's Office in paper form.
 - a. Materials needed for service by **FedEx or certified mail**:
 - (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) Proof of service unexecuted under 28 U.S.C. § 1608(a)(3), or other explanation/law as to why service should be attempted through the U.S. Department of State; this should also be filed on the docket.
 - (4) Two (2) copies each of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each defendant. Paper clip the sets together.
 - (5) **For FedEx:** One (1) FedEx shipping label (**Attachment D-1**) **filled out and addressed to the DOS**.
 - (a) The tracking label must include the **law firm's address as the sender** and the **Payer Account Number**. **Counsel must provide an account number**. The Clerk's Office cannot be charged for the shipment.
 - (6) **Envelope/label should be addressed to:**
U.S. Department of State
L/CA/POG/GC, SA-17, 10th Floor
Washington, DC 20522-1710
Attn: FSIA
2. **The U.S. Department of State charges a \$2,275.00 fee for service through diplomatic channels.**
 - a. The fee must be paid via **cashier's check** to the U.S. Department of State or the U.S. Embassy or Consulate involved. For example, checks for requests for service upon Iran or its political subdivisions should be made out to the "U.S. Embassy Bern."
 - b. Include the check for \$2,275.00 for payment of service fee to the U.S. Department of State with the other documents.

C. MAIL PACKAGE(S)

1. FedEx: The Clerk's Office will drop packages in the courthouse's FedEx drop box.
2. Certified Mail: The Clerk's Office will call counsel to come get the package(s) and take them to the Post Office. Counsel is responsible for paying for postage.
 - a. Once you have taken the package(s) to the Post Office to be mailed, you must return the stamped *Certified Mail Receipt* (PS Form 3800) (**Attachment D-4**) to the Clerk's Office for docketing.

D. AWAIT CORRESPONDANCE FROM THE DOS

1. A package of documents from the U.S. Department of State which contains a cover letter explaining that service was executed through diplomatic channels (or unexecuted) will be sent directly to the Clerk's Office.
2. The Clerk's office will docket the appropriate portion of the documents and return the originals to counsel.

V. PROCEDURES FOR SERVICE ON AN AGENCY OR INSTRUMENTALITY OF A FOREIGN STATE UNDER 28 U.S.C. § 1608(b)(3)(B)

If service cannot be made on an **agency or instrumentality of a foreign state** under 28 U.S.C. § 1608(b)(1) or (b)(2), you may attempt service under 28 U.S.C. § 1608(b)(3)(B).

A. DOCKET THE AFFIDAVIT REQUESTING FOREIGN MAILING

1. Fill out the *Affidavit Requesting Foreign Mailing* and draft request letter.
 - a. Counsel should request service of process on a foreign entity by filling out the *Affidavit Requesting Foreign Mailing (Attachment A)*, which can be found on the Court’s website: <https://www.dcd.uscourts.gov/general-civil-forms>.
 - (1) Be sure to select the correct mailing method, as well as the appropriate provision being requested. In this case, select **28 U.S.C. § 1608(b)(3)(B)**.
 - (2) The affidavit may be electronically signed as “/s/[NAME].”
 - b. A letter addressed to the Clerk (**Attachment B-4**) should also be drafted to request service under this rule and attached to the *Affidavit Requesting Foreign Mailing* as an exhibit.

2. Docket the *Affidavit Requesting Foreign Mailing* and request letter.
 - a. Scan or convert the *Affidavit Requesting Foreign Mailing*, including the letter and/or other exhibits, to a non-fillable PDF.
 - b. Docket the *Affidavit Requesting Foreign Mailing* in ECF.
 - (1) Select the event ***Affidavit for Foreign Mailing*** found under **Other Documents** on the ECF **Civil** docketing menu.
 - (2) Enter the case number and click **[Submit]**.
 - (3) **[Choose File]** and upload the PDF document you are filing.
 - (a) If you do not have any further attachments to your filing, click **[Submit]**.
 - (b) If you have an attachment to your filing, click **[Choose File]** again under *Attachments* and upload the PDF of the attachment. Then click **[Submit]**.
 - (4) Select the FILER and click **[Submit]**.
 - (5) The next screen will ask “Should the document you are filing link to another document in this case?” Do not check the box next to this question. Just click **[Submit]**.
 - (6) At the edit text screen, the text should read “AFFIDAVIT REQUESTING FOREIGN MAILING by [Plaintiff].” Click **[Submit]** to complete the entry and receive the *Notice of Electronic Filing (Attachment C)*.

B. SUBMIT DOCUMENTS TO THE CLERK’S OFFICE

1. Counsel is responsible for submitting all necessary documents and/or mailing materials to the Clerk’s Office in paper form.

- a. Materials needed for service by **FedEx and DHL**:
- *PLEASE NOTE:** If sending documents to an embargoed country, contact DHL (1-800-CALL-DHL) to find out if the law firm/shipper (not the embargoed country) is on the approved shipper's list to send to an embargoed country. If this is not done, the Clerk's Office will not be able to schedule a pickup of the package(s).
- (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if a previous service attempt was made; this should also be filed on the docket).
 - (4) One (1) copy of the summons and complaint (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request. Paper clip the sets together.
 - (5) One (1) FedEx or DHL document envelope for each defendant. (**Note:** The Clerk's Office does not have access to any DHL supplies; DHL envelopes **must** be supplied by counsel).
 - (6) One (1) FedEx shipping label (**Attachment D-1**) or DHL International Shipment Waybill (**Attachments D-2**) filled out and addressed to each defendant.
 - (a) The waybill must include the **law firm's address as the sender** and the **Payer Account Number**. **Counsel must provide an account number**. The Clerk's Office cannot be charged for the shipment.
 - (b) The waybill **must be typed, not handwritten**.
 - (c) **For DHL:** Be sure to provide the specified International Shipment Waybill. This waybill allows for shipments outside the United States. If a different waybill is used, DHL will not deliver outside the country.
- b. Materials needed for service by **registered mail**:
- *PLEASE NOTE:** Service by registered mail under this rule can only be achieved if counsel arranges for their office/staff to hand carry the packages to the U.S. Post Office, as the Clerk's Office is unable to perform this task; otherwise, proceed to service by FedEx or DHL (section a. above).
- (1) One (1) copy of the *Affidavit Requesting Foreign Mailing* (including letter and/or other exhibits, if applicable).
 - (2) One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the *Affidavit Requesting Foreign Mailing*.
 - (3) One (1) copy of the *Return of Service Unexecuted* (if applicable and if not previously filed on the docket).
 - (4) One (1) copy of the summons and complaint (as well as any additional documents filed with the complaint), and translations of each for each addressee named in the request. Paper clip the sets together.

C. MAIL PACKAGES

1. FedEx: The Clerk's Office will drop packages in the courthouse's FedEx drop box.
2. DHL: The attorney is responsible for calling DHL to schedule a pick-up. The package(s) will be picked up by the DHL courier from the District Court's mailroom.
3. Registered Mail: The Clerk's Office will call counsel to come get the package(s) and take them to the Post Office. Counsel is responsible for paying for postage.
 - a. Once you have taken the package(s) to the Post Office to be mailed, you must return the stamped *Receipt for Registered Mail* (PS Form 3806) (**Attachment D-3**) to the Clerk's Office for docketing.

D. DOCKET PROOF OF DELIVERY/NON-DELIVERY

1. If the package(s) is delivered, file proof of service on the summons and complaint using the event ***Summons Returned Executed as to Foreign State or Agency*** under **Service of Process** on the **Civil** docket menu in ECF.
2. If the package(s) is returned undelivered or is undeliverable, file proof of non-service using the event ***Summons Returned Unexecuted*** under **Service of Process** on the **Civil** docketing menu in ECF.

VI. RETURNS OF SERVICE

A. RETURN OF SERVICE EXECUTED

1. There are two possible returns of service **executed**.
 - a. A signed affidavit or executed summons (**Attachment E-1**), including the FedEx or DHL delivery confirmation (**Attachment E-2 and E-3**), or returned pink registered mail card (**Attachment E-4**) as an exhibit.
 - (1) Docket the return of service using the event ***Summons Returned Executed as to Foreign State or Agency*** under **Service of Process** on the **Civil** docketing menu.
 - b. A package from the U.S. Department of State which contains a cover letter explaining that service was executed (**Attachment E-5**) through diplomatic channels.
 - (1) The Clerk's Office receives this package directly from the U.S. Department of State and will docket the appropriate portion of the documents (to include the diplomatic note); the originals will be returned to counsel.

B. RETURN OF SERVICE UNEXECUTED

1. There are two possible returns of service **unexecuted**:
 - a. A signed affidavit (**Attachment F-1**), including the FedEx or DHL tracking information, or copy of the returned package(s) (**Attachment F-2**) as an exhibit.
 - (1) Docket the return using the event ***Summons Returned Unexecuted*** under **Service of Process** on the **Civil** docketing menu.
 - b. A package from the U.S. Department of State which contains a cover letter explaining that service was unexecuted.
 - (1) The Clerk's Office receives this package directly from the U.S. Department of State and will docket the appropriate portion of the documents; the originals will be returned to counsel.

VII. OTHER DOCUMENTS SERVED ON FOREIGN DEFENDANTS

A. DEFAULTS

1. A default can be entered against foreign defendants, assuming the summons and complaint have been returned executed, and the answer deadline has passed. ([FRCP 12\(a\)\(1\)](#))
2. A default is served in the same manner as the complaint and summons.

B. JUDGMENTS/DEFAULT JUDGMENTS

1. A judgment or default judgment may be entered by the court against a foreign defendant(s). The judge may request that the judgment be served by plaintiff's counsel upon the defendant(s).
2. A judgment or default judgment is served in the same manner as the complaint and summons.

C. ORDERS

1. An order may be entered by the court at any time during a case. The judge may request that the order be served by plaintiff's counsel upon the defendant(s).
2. An order is served in the same manner as the complaint and summons.

VIII. LIST OF ATTACHMENTS

- A. Affidavit Requesting Foreign Mailing (Form CO 226)

- B-1. Letter of Request – FRCP 4(f)(2)(C)(ii)
- B-2. Letter of Request - 28 U.S.C. § 1608(a)(3)
- B-3. Letter of Request - 28 U.S.C. § 1608(a)(4)
- B-4. Letter of Request - 28 U.S.C. § 1608(b)(3)(B)

- C. Notice of Electronic Filing

- D-1. FedEx Shipping Label
- D-2. DHL International Shipment Waybill
- D-3. PS Form 3806 Receipt for Registered Mail
- D-4. PS Form 3800 Certified Mail Receipt

- E-1. Affidavit of Service Executed
- E-2. FedEx Tracking Information (Service Executed)
- E-3. DHL Tracking Information (Service Executed)
- E-4. PS Form 2865 Return Receipt for International Mail (Service Executed)
- E-5. Cover Letter from Department of State (Service Executed)

- F-1. Affidavit of Service Unexecuted
- F-2. Copy of Front of Undelivered Package (Service Unexecuted)

APPENDIX: Foreign Mailing Checklist

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**

Plaintiff(s)

vs.

Civil Action No.: _____

Defendant(s)

AFFIDAVIT REQUESTING FOREIGN MAILING

I, the undersigned, counsel of record for plaintiff(s), hereby request that the Clerk mail a copy of the summons and complaint (and notice of suit, where applicable) to (list name(s) and address(es) of defendants):

by: (check one)

- certified or registered mail, return receipt requested
- DHL
- Fed Ex

pursuant to the provisions of: (check one)

- FRCP 4(f)(2)(C)(ii)
- 28 U.S.C. § 1608(a)(3)
- 28 U.S.C. § 1608(b)(3)(B)
- 28 U.S.C. § 1608(a)(4)

I certify that this method of service is authorized by the domestic law of (name of country):

_____, and that I obtained this information
by contacting the Overseas Citizens Services, U.S. Department of State.

(Signature)

(Name and Address)

June 23, 2014

BY UPS OVERNIGHT DELIVERY

Clerk

U.S. District Court
for the District of Columbia
333 Constitution Ave., N.W.
Washington, DC 20001

Re: *Rivka Livnat, et al., v. The Palestinian Authority, Case No. 1:14-00668-CKK*

Dear Sir/Madam Clerk:

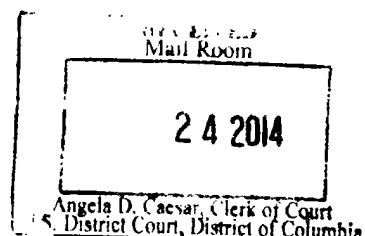
Plaintiffs in the above-referenced matter request that the Clerk mail a copy of the summons and complaint to Defendant The Palestinian Authority pursuant to Fed. R. Civ. P. 4(f)(2)(C)(ii). Enclosed please find:

1. One copy of the docketed Affidavit Requesting Foreign Mailing;
2. One copy of the Notice of Electronic Filing for the Affidavit Requesting Foreign Mailing;
3. One copy of the summons and complaint in this case;
4. One DHL document envelope; and
5. One DHL International Shipment Waybill.

Please do not hesitate to call me at (410) 962-1030 if you have any questions. Thank you for your attention to this matter.

Sincerely,

JPW/es
Enclosures



April 19, 2022

VIA ECF & COURIER

Office of the Clerk
United States District Court for the District of Columbia
333 Constitution Avenue, N.W.
Washington, DC 20001

Re: Request for Service of Process on Defendant, the Russian Federation, in *Yukos Capital Limited v. The Russian Federation*, No. 1:22-cv-00798

Dear Clerk of the Court:

On behalf of Plaintiff Yukos Capital Limited (“Yukos Capital”) in the above-captioned matter, we write to request that you take all necessary steps, pursuant to 28 U.S.C. § 1608(a)(3), to effect service on Defendant, the Russian Federation (“Russia”). As further explained herein, in light of current international circumstances that impede direct shipment of documents to Russia from the United States, we ask that you dispatch the required service materials to the head of Russia’s Ministry of Foreign Affairs by way of delivery to a foreign courier service capable of delivery to Russia.

Section 1608(a)(3) requires “sending a copy of the summons and complaint and a notice of suit, together with a translation of each into the official language of the foreign state, by any form of mail requiring a signed receipt, to be addressed and dispatched by the clerk of the court to the head of the ministry of foreign affairs of the foreign state concerned.” To that end, we will file this letter ~~electronically~~ and then deliver to the Office of the Clerk the following:

- (1) one copy of the Affidavit Requesting Foreign Mailing (including this letter);
- (2) one copy of the Notice of Electronic Filing of the Affidavit Requesting Foreign Mailing;
- (3) one copy of the summons, complaint (as well as additional documents filed at the time the case was opened), notice of suit, and Russian translations thereof;
- (4) one DHL shipment container; and
- (5) one DHL International Shipment Waybill.

RECEIVED

MAY 13 2022

Clerk, U.S. District & Bankruptcy
Courts for the District of Columbia

Office of the Clerk
April 19, 2022
Page 2

See U.S. District Court for the District of Columbia, Attorney Manual for Service of Process on a Foreign Defendant (Dec. 2021), at 11–12, *available at* <https://www.dcd.uscourts.gov/sites/dcd/files/AttyManualForeignMlg2021.pdf>.

Section 1608(a)(3) requires that copies of the requisite documents “be addressed and dispatched by the clerk of the court to the head of [Russia’s] ministry of foreign affairs.” However, following Russia’s invasion of Ukraine, DHL announced that its “inbound services to Russia . . . have been suspended, which is why we are also not accepting shipments to [Russia] until further notice.” DHL, Service Suspensions Russia and Belarus, <https://tinyurl.com/3ps82w3p> (attached hereto as Exhibit A). Other major U.S. mail carriers have likewise suspended mail delivery to Russia.¹ Due to these extenuating circumstances, the accompanying Affidavit Requesting Foreign Mailing asks for copies of the summons, complaint (as well as additional documents filed at the time the case was opened), notice of suit, and Russian translations thereof to be dispatched to the head of Russia’s Ministry of Foreign Affairs by way of Condor Speditions Transport GmbH+Co (“Condor”)—an Austria-based provider of courier services that continues to deliver shipments to Russia. To that end, we ask that you dispatch the documents by DHL for delivery to Condor, so that Condor may then deliver the documents to “the head of [Russia’s] ministry of foreign affairs” by a “form of mail requiring a signed receipt.” § 1608(a)(3). We have apprised Condor of our request to this Office and they are prepared to receive any forthcoming shipment of documents.

Should any questions regarding this request arise, please do not hesitate to contact me at (202) 887-3596 or MRozen@gibsondunn.com or my colleague, Andrei Malikov, at (212) 351-2335 or AMalikov@gibsondunn.com.

Sincerely,

/s/

Enclosures

¹ See U.S. Postal Service, International Mail Service Suspensions, <https://tinyurl.com/vcvawhjy> (attached hereto as Exhibit B); UPS, Service Alerts, <https://tinyurl.com/22uh8t73> (attached hereto as Exhibit C); FedEx, Service impacts (as of April 12, 2022), <https://tinyurl.com/h29tk2jk> (attached hereto as Exhibit D).

ATTACHMENT B-3

May 25, 2021

Office of the Clerk
Attn: Angela D. Caesar
United States District Court for the District of Columbia
333 Constitution Avenue, N.W.
Washington, DC 20001

Re: Request for Service of Process on Defendant Ministry of Information and Security of the Islamic Republic of Iran in *John Doe et al. v. Islamic Republic of Iran, et al.*, Civil Action No. 08-0540-JDB (D.D.C.)

Dear Clerk of Court:

On behalf of the plaintiffs in the above-captioned matter, we are writing to request that you take all necessary steps, pursuant to 28 U.S.C. §§ 1608(a)(4) and 1608(e), to effect service on Defendant Ministry of Information and Security of the May 9, 2013 Order (“Order”) and accompanying Memorandum Opinion (“Memorandum Opinion”) in the above-captioned matter.

Background

Your office previously has assisted plaintiffs with service of various documents in this matter pursuant to provisions of 28 U.S.C. § 1608.

First, on June 23, 2009, we requested service of the First Amended Complaint through your office pursuant to 28 U.S.C. § 1608(a)(3). We noted that service could not be made pursuant to either 28 U.S.C. §§ 1608(a)(1) or 1608(a)(2). Therefore, pursuant to 28 U.S.C. § 1608(a)(3), your office dispatched a copy of the summons, First Amended Complaint, and a notice of suit, together with a translation of each into Farsi (the official language of the Islamic Republic of Iran), to Defendants Islamic Republic of Iran (“Iran”) and its Ministry of Information Security (“MOIS”) on June 24, 2009.

Next, as Defendants Islamic Republic of Iran and its Ministry of Information and Security failed to respond, we wrote to your office on July 31, 2009, requesting that the Clerk dispatch the alternative means of service provided for under 28 U.S.C. § 1608(a)(4), which applies when “service cannot be made within 30 days” under 28 U.S.C. § 1608(a)(3). On August 5, 2009,

May 25, 2021

Page 2

your office dispatched a copy of the summons, First Amended Complaint, and a notice of suit, together with a translation of each into Farsi, to Defendants Islamic Republic of Iran and its Ministry of Information and Security. No response ever was received from Defendants, and on January 29, 2010, the Clerk entered default against Defendants Islamic Republic of Iran and its Ministry of Information and Security.

Then, as there were subsequent amendments to the complaint, we again asked for assistance with service. On February 27, 2012, Plaintiffs filed a Fifth Amended Complaint. We wrote to your office on May 24, 2012, requesting service of the Fifth Amended Complaint pursuant to 28 U.S.C. § 1608(a)(4). Pursuant to 28 U.S.C. § 1608(a)(4), on May 25, 2012, your office dispatched a copy of the summons, Fifth Amended Complaint, and a notice of suit, together with a translation of each into Farsi, to the U.S. Department of State for service on Defendants Islamic Republic of Iran and its Ministry of Information and Security.

Finally, we requested assistance with service of the judgment in the above-captioned matter. On May 9, 2013, Judge John D. Bates issued a Memorandum Opinion and an Order entering judgment for the plaintiffs. Pursuant to 28 U.S.C. § 1608(e), which requires a copy of any default judgment to be sent to a foreign state or political subdivision defendant in the manner prescribed for service of the summons and complaint in 28 U.S.C. § 1608, we wrote to your office on July 17, 2013 requesting assistance with service of the Memorandum Opinion, the Order, and a notice of default judgment, together with a translation of each into Farsi, to Defendants Islamic Republic of Iran and its Ministry of Information and Security pursuant to 28 U.S.C. §§ 1608(a)(4) and 1608(e). That same day, your office dispatched a copy of the Memorandum Opinion, the Order, and a notice of default judgment, together with a translation of each into Farsi, to the U.S. Department of State for service on Defendants Islamic Republic of Iran and its Ministry of Information and Security.

Request for Assistance with Service

On November 24, 2020, Judge John D. Bates issued an order in the above-captioned matter noting that, despite our request for service of the May 25, 2012 Memorandum Opinion and Order on both Defendants Islamic Republic of Iran and its Ministry of Information and Security, and your office's dispatch of documents in response to that request, the State Department's filing "only reflect that the relevant papers were transmitted to Iran," and the Court thus had "no proof that plaintiffs' judgment was served on MOIS as well." Order, Nov. 24, 2020, ECF 119.

Accordingly, pursuant to 28 U.S.C. §1608(e), which requires a copy of any default judgment to be sent to a foreign state or political subdivision defendant in the manner prescribed for service of the summons and complaint in 28 U.S.C. § 1608, we hereby request your assistance in serving the Order and Memorandum Opinion on Defendant Ministry of Information and Security of Iran under 28 U.S.C. § 1608(a)(4).

May 25, 2021

Page 3

Under 28 U.S.C. § 1608(a)(4), the Clerk of the Court shall send two copies of the pleading, together with a translation into Farsi, “by any form of mail requiring signed receipt, to be addressed and dispatched by the clerk of the court to the Secretary of State in Washington, District of Columbia, to the attention of the Director of Special Consular Services.” The Secretary of State shall then take steps to effect service through diplomatic channels.

In light of the foregoing, we have enclosed for service on Defendant Ministry of Information and Security of Iran (1) two copies of the May 9, 2013 Order; (2) two copies of the accompanying Memorandum and Opinion; (3) two copies of the Notice of Default Judgment (attached to each of which is a copy of the Foreign Sovereign Immunities Act); (4) two copies of each of the foregoing documents translated into Farsi, the official language of the Islamic Republic of Iran; and (5) a cashier’s check for \$2,275.00 made payable to the U.S. Embassy in Bern, Switzerland.

Please take the necessary steps to dispatch these materials to effect service on Defendant Ministry of Information and Security of Iran pursuant to 28 U.S.C. §§ 1608(a)(4) and 1608(e). In light of the statutory requirement, service should be attempted by certified United States mail, return receipt requested, addressed to:

U.S. Department of State
Office of Legal Affairs (CA/OCS/L, SA-17, 10th Floor)
Director of Consular Services
Attention: Mr. Jared Hess
2201 Street N.W.
Washington, DC 20522-1710

We have enclosed a pre-paid mailing envelope. If you have any questions or require additional information, please contact my colleague, Emily Alban, at (202) 624-2718.

Thank you for your assistance in this matter.

Sincerely yours,

Enclosures

Cc:

February 5, 2018

VIA HAND DELIVERY

Office of the Clerk
Attn: Ms. Davis
United States District Court
for the District of Columbia
United States Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Re: Request for Service of Process on Defendant The State of Qatar and Defendant The Embassy of the State of Qatar in the matter *Dahman v. The Embassy of the State of Qatar et al.*, Civil Action No.: 17-cv-02628

Dear Ms. Davis:

In connection with the above-captioned case, which was filed on December 8, 2017, we are writing to request that you take all necessary steps, pursuant to 28 U.S.C. § 1608(a)(3), to effect service in this matter on Defendant The State of Qatar and Defendant The Embassy of the State of Qatar at the following address:

H.E. Sheikh Mohammed bin Abdulrahman bin Jassim Al-Thani
Deputy Prime Minister and Minister of Foreign Affairs
Ministry of Foreign Affairs
Ambassadors St, Al Mirqab Tower
West Bay, Qatar

Service could not be made pursuant to 28 U.S.C. §§ 1608(a)(1) and 1608(a)(2), for no special arrangement for service exists between Plaintiff and Defendants under 28 U.S.C. § 1608(a)(1), and service cannot be made pursuant to the applicable international convention on service of judicial documents under 28 U.S.C. § 1608(a)(2), because The State of Qatar currently is not applying the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters in relations to the United States.

In such circumstances, pursuant to 28 U.S.C. § 1608(a)(3), the Clerk of the Court shall send a copy of the Summons and Complaint and a notice of suit, together with a translation of

each (in this case an Arabic translation), “by any form of mail requiring a signed receipt, to be addressed and dispatched by the clerk of the court to the head of the ministry of foreign affairs of the foreign state concerned.”

Accordingly, pursuant to 28 U.S.C. § 1608(a)(3), I have enclosed: (1) one copy of the Complaint; (2) one copy of the Summons; (3) one copy of the Notice of Suit and attached Foreign Sovereign Immunities Act (FSIA); (4) one copy of the Affidavit Requesting Foreign Mailing for each Defendant; (5) one copy of each document translated into Arabic, the official language of The State of Qatar; and ECF proof of filing for the Affidavit Requesting Foreign Mailing for each Defendant. Also, enclosed is the necessary DHL pre-paid addressed envelope, signature required, to the Minister of Foreign Affairs for The State of Qatar.

Please take the necessary steps to dispatch these materials immediately to effect service on Defendant The State of Qatar and Defendant The Embassy of the State of Qatar pursuant to 28 U.S.C. § 1608(a)(3).

Regards,

Enclosures as noted

ATTACHMENT C

MIME-Version:1.0
From:DCD_ECFNotice@dcd.uscourts.gov
To:DCD_ECFNotice@dcd.uscourts.gov

Subject:Activity in Case 1:02-cv-02148-RCL GREENBAUM, et al v. ISLAMIC REPUBLIC, et al
"Affidavit for Default"
Content-Type: text/html

*****NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

U.S. District Court

District of Columbia

Notice of Electronic Filing

The following transaction was received from Leibowitz, Barry entered on 12/1/2006 at 4:23 PM EDT and filed on 12/1/2006

Case Name: GREENBAUM, et al v. ISLAMIC REPUBLIC, et al
Case Number: [1:02-cv-2148](#)
Filer: STEVEN M. GREENBAUM
ALAN D. HAYMAN
SHIRLEE HAYMAN

WARNING: CASE CLOSED on 08/31/2006

Document Number: [33](#)

Docket Text:

AFFIDAVIT REQUESTING FOREIGN MAILING *of the notice of default judgment, judgment, and findings of fact and conclusion of law with translations thereof* by STEVEN M. GREENBAUM, ALAN D. HAYMAN, SHIRLEE HAYMAN. (Leibowitz, Barry)

The following document(s) are associated with this transaction:

22cv469

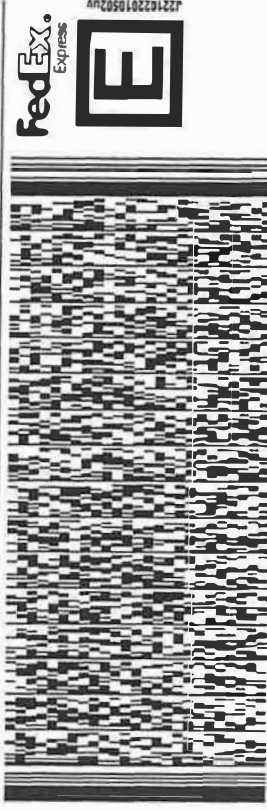
ORIGIN ID: BZSA (202) 955-9055

SHIP DATE: 01MAR22
ACTWGT: 1.00 LB
CAD: 109647691/NET4460

BILL SENDER
NO EET 30.37(a)

TO DR. VINCENT BIRUTA
MINISTRY OF FOREIGN AFFAIRS
23WM+5HX
MINISTRY OF FOR. AFF. & INT. COOP.
KIGALI
250599128
INV. REF: (RW)
PO DEPT: 960J390B8/FE4A

FedEx Ship Manager - Print Your Label(s)



TRK# 7761 7152 6654

0430

PW

INTL PRIORITY

X7 KGLA

857

LHR

-RW



EXPRESS WORLDWIDE DOX 

2020-06-29 MYDHL+ 1.0 / '30-0821'

From LAW FIRM
ADDRESS
CITY, STATE:
ZIP CODE

Origin:
DCA

Contact: +12024498527

To: Kingdom of Saudi Arabia
Head of the Foreign Ministry
55937 Riyadh, Riyadh, Saudi Arabia
Riyadh

Contact:
Head of the Foreign Ministry
+966920033334

RIYADH Riyadh
Saudi Arabia

SA-RUH-GTW

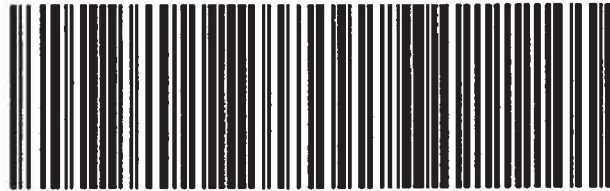
DSR Day Time

Ref: Adetoro v. KAA Pcs/Shpt Weight Pcs
1.5 lbs 1 / 1

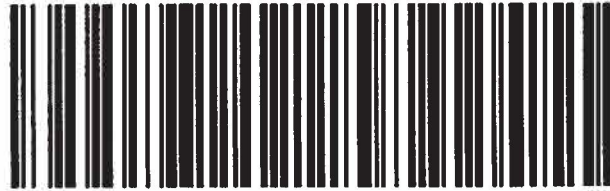


WAYBILL 47 0715 9822

Contents: Legal Documents



(2L)SA:RUHGTW+42000000



(J) JD01 4600 0079 3551 3080

19cv1918 (TNM)

Registered No. RE943183297U5

Date Stamp

0666
04

TEANECK NJ 07666

Postage \$ 7.05
 Extra Services & Fees
 Registered Mail \$16.30
 Return Receipt (hardcopy) \$4.25
 Return Receipt (electronic) \$0.00
 Restricted Delivery \$0.00
 Total Postage & Fees \$27.60

Extra Services (continued)
 Signature Confirmation \$
 Signature Confirmation Restricted Delivery \$
 Signature Confirmation Restricted Delivery \$

Received by
 05/13/2021
 \$

Customer Must Declare Full Value \$0.00
 Domestic postage up to \$50,000 is provided based upon the declared value. International indemnity is provided. (See Reverse).


To Be Completed By Post Office

OFFICIAL USE

Office of the Clerk - U.S. District Court for the District of Columbia
 333 Constitution Ave., N.W.
 Washington, D.C. 20001
 Islamic Revolutionary Guard Corps, c/o Dr. Mohammand Zarif, Iranian Ministry of Foreign Affairs
 Imam Khomeini Avenue
 Tehran, Iran

To Be Completed By Customer (Please Print)

PS Form 3806, Registered Mail Receipt
 April 2015, PSN 7530-02-000-9051
 For domestic delivery information, visit our website at www.usps.com

1111 0000 1111 0000 1111		CERTIFIED MAIL®		U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE				For delivery information, visit our website at www.usps.com ®.	
1111 0000 1111 0000 1111		1111 0000 1111 0000 1111		OFFICIAL USE	
1111 0000 1111 0000 1111		1111 0000 1111 0000 1111		Certified Mail Fee	
				\$	
				Extra Services & Fees (check box, add fee as appropriate)	
				<input type="checkbox"/> Return Receipt (hardcopy) \$	
				<input type="checkbox"/> Return Receipt (electronic) \$	
				<input type="checkbox"/> Certified Mail Restricted Delivery \$	
				<input type="checkbox"/> Adult Signature Required \$	
				<input type="checkbox"/> Adult Signature Restricted Delivery \$	
				Postage	
				\$	
				Total Postage and Fees	
				\$	
				Sent To	
				Street and Apt. No., or PO Box No.	
				City, State, ZIP+4®	
				Postmark Here	
				PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

ATTACHMENT E-1

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

RIZWAN KHALIQ, et al.
Plaintiffs

v.

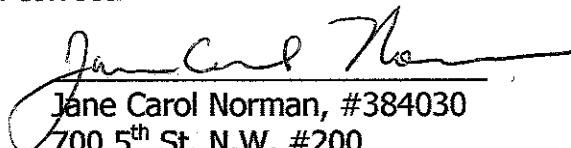
Civil No.1:04CV01536
Judge John D. Bates

REPUBLIC OF SUDAN, et al.
Defendants

RETURN OF SERVICE

I HEREBY CERTIFY that on October 27, 2004 I served a copy of the summons and complaint and all attachments on The Iranian Ministry of Information and Security, by mailing the aforesaid documents to the said entity by DHL shipping on October 22, 2004 to: The Iranian Ministry of Information and Ssecuirty, Pasduran Avenue, Golestan Yekom, Tehran, Iran. A copy of the Tracking receipt from DHL is attached.

I declare under penalty of perjury under the laws of the United States that the foregoing information is true and correct.


Jane Carol Norman, #384030
700 5th St. N.W. #200
Washington, DC 20001
(202) 682-4100

FILED

Date: 01/04/2005

JAN 31 2005

NANCY MAYER WHITTINGTON, CLERK
U.S. DISTRICT COURT



TRACK ANOTHER SHIPMENT

284478323072



[ADD NICKNAME](#)

Delivered
Monday, October 11, 2021 at 9:02 am



DELIVERED

Signed for by: M.ACCUEIL

[GET STATUS UPDATES](#)

[OBTAIN PROOF OF DELIVERY](#)

Direct signature required [?](#)

FROM

HERNDON, VA US

TO

PARIS, 75 FR

Travel History

TIME ZONE

Local Scan Time



Monday, October 11, 2021

9:02 AM	PARIS FR	Delivered
7:21 AM	LA COURNEUVE FR	On FedEx vehicle for delivery
6:24 AM	LA COURNEUVE FR	At local FedEx facility

Sunday, October 10, 2021

6:44 PM	ROISSY CHARLES DE GAULLE CEDEX FR	Departed FedEx hub
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Saturday, October 9, 2021

9:03 PM	ROISSY CHARLES DE GAULLE CEDEX FR	In transit
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Friday, October 8, 2021

10:11 PM	ROISSY CHARLES DE GAULLE CEDEX FR	In transit
9:00 PM	ROISSY CHARLES DE GAULLE CEDEX FR	International shipment release - Import

8:20 PM	ROISSY CHARLES DE GAULLE CEDEX FR	Arrived at FedEx hub
5:09 AM	MEMPHIS, TN	In transit
5:05 AM	MEMPHIS, TN	Departed FedEx hub
2:24 AM	MEMPHIS, TN	In transit

Thursday, October 7, 2021

11:54 PM	MEMPHIS, TN	Arrived at FedEx hub
8:55 PM	WASHINGTON, DC	Left FedEx origin facility
6:50 PM	WASHINGTON, DC	Picked up

Monday, October 4, 2021

8:30 AM		Shipment information sent to FedEx
9:30 AM	WASHINGTON, DC	Picked up Tendered at FedEx Office

Shipment Facts

TRACKING NUMBER 284478323072	SERVICE International Priority	WEIGHT 1.1 lbs / 0.5 kgs
DELIVERED TO Receptionist/Front Desk	TOTAL PIECES 1	TOTAL SHIPMENT WEIGHT 1.1 lbs / 0.5 kgs
TERMS Shipper	PACKAGING FedEx Envelope	SPECIAL HANDLING SECTION Deliver Weekday, Direct Signature Required
SHIP DATE 10/4/21 ?	SIGNATURE SERVICES Direct signature required ?	STANDARD TRANSIT 10/6/21 before 12:00 pm ?
ACTUAL DELIVERY 10/11/21 at 9:02 am		



TRACK ANOTHER SHIPMENT

284478323072



[ADD NICKNAME](#)

Delivered
Monday, October 11, 2021 at 9:02 am



DELIVERED

Signed for by: M.ACCUEIL

[GET STATUS UPDATES](#)

[OBTAIN PROOF OF DELIVERY](#)

Direct signature required [?](#)

FROM
HERNDON, VA US

TO
PARIS, 75 FR

Travel History

TIME ZONE

Local Scan Time



Monday, October 11, 2021

9:02 AM	PARIS FR	Delivered
7:21 AM	LA COURNEUVE FR	On FedEx vehicle for delivery
6:24 AM	LA COURNEUVE FR	At local FedEx facility

Sunday, October 10, 2021

6:44 PM	ROISSY CHARLES DE GAULLE CEDEX FR	Departed FedEx hub
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Saturday, October 9, 2021

9:03 PM	ROISSY CHARLES DE GAULLE CEDEX FR	In transit
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Friday, October 8, 2021

10:11 PM	ROISSY CHARLES DE GAULLE CEDEX FR	In transit
9:00 PM	ROISSY CHARLES DE GAULLE CEDEX FR	International shipment release - Import

8:20 PM	ROISSY CHARLES DE GAULLE CEDEX FR	Arrived at FedEx hub
5:09 AM	MEMPHIS, TN	In transit
5:05 AM	MEMPHIS, TN	Departed FedEx hub
2:24 AM	MEMPHIS, TN	In transit

Thursday, October 7, 2021

11:54 PM	MEMPHIS, TN	Arrived at FedEx hub
8:55 PM	WASHINGTON, DC	Left FedEx origin facility
6:50 PM	WASHINGTON, DC	Picked up

Monday, October 4, 2021

8:30 AM		Shipment information sent to FedEx
9:30 AM	WASHINGTON, DC	Picked up Tendered at FedEx Office

Shipment Facts

TRACKING NUMBER 284478323072	SERVICE International Priority	WEIGHT 1.1 lbs / 0.5 kgs
DELIVERED TO Receptionist/Front Desk	TOTAL PIECES 1	TOTAL SHIPMENT WEIGHT 1.1 lbs / 0.5 kgs
TERMS Shipper	PACKAGING FedEx Envelope	SPECIAL HANDLING SECTION Deliver Weekday, Direct Signature Required
SHIP DATE 10/4/21 ?	SIGNATURE SERVICES Direct signature required ?	STANDARD TRANSIT 10/6/21 before 12:00 pm ?
ACTUAL DELIVERY 10/11/21 at 9:02 am		



▶ LOGIN ▶ REGISTER

▶ Customer Service

▶ Domestic Services

▶ International Services

▶ Small Business Center

▶ Technology Tools

▶ About DHL

Ship Track Transit Times Rates Pickups Locations Suppl

By Number By Reference By Email Signature P.O.D. Sky Courier Shipments

TRACKING RESULTS: DETAIL

Tracking Number: 7762391556

Shipment Summary:

Current Status: Shipment delivered.
 Delivered on: 11/21/04 11:10 am
 Delivered to:
 Signed for by: AMINI

Shipment History:

DATE	TIME	ACTIVITY AND COMMENTS	LOCATION
11/21/04	11:10 am 8:24 am	Shipment delivered. With delivery courier.	Tehran, Iran Tehran, Iran
11/3/04	9:48 pm	Departing origin.	Dubai, United Arab Err
11/2/04	6:31 am	Arrived at DHL facility.	New York, NY
11/1/04	5:10 pm	Picked Up by DHL.	Public Drop Box

Shipper:

CA 90212
United States

Receiver:

THE ISLAMIC REVOL
Tehran
Ir

Shipment Detail:

Service: Next Day AM
 Special:
 Weight:
 Pieces:

Ship Type:
 Description: DOC
 Shipper's Reference:

▶ New Search

- ◆ Tracking detail provided by DHL: 11/22/2004, 10:19:24 am pt.
- ◆ For assistance, please contact us.
- ◆ You are authorized to use DHL tracking systems solely to track shipments tendered by or for you to use of DHL tracking systems and information is strictly prohibited.



Return Receipt for International Mail

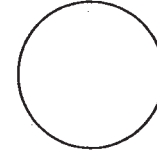
(Registered, Insured, Recorded Delivery, Express Mail)

Postmark of the office returning the receipt
 Timbre du bureau renvoyant l'avis **C5**

Administration des Postes des Etats-Unis d'Amérique

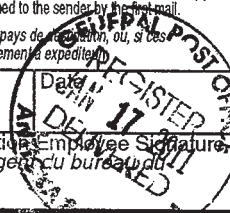
Avis de réception

Par Avion

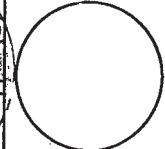


Return by the quickest route (air or surface mail), a découvert and postage free.	The sender completes and indicates the address for the return of this receipt. (A remplir par l'expéditeur, qui indiquera son adresse pour le renvoi du présent avis.)
A renvoyer par la voie la plus rapide (aérienne ou de surface), à découvert et en franchise de port.	Name or Firm (Nom ou raison sociale) <u>Shook, Hardy & Bacon LLP</u>
	Street and Number (Rue et no.) <u>1155 F Street NW, Suite 200</u>
	City, State, and ZIP (Localité et code postal) <u>Washington DC 20004</u>
10-1221	UNITED STATES OF AMERICA Etats-Unis d'Amérique

PS Form 2865, October 1992

Completed by the office of origin. (A remplir par le bureau d'origine.)	Registered Article (Envoi recommandé) <input checked="" type="checkbox"/> Letter (Lettre) <input type="checkbox"/> Printed Matter (Imprimé) <input checked="" type="checkbox"/> Other (Autre) <input type="checkbox"/> Recorded Delivery (Envoi à livraison attestée) <input type="checkbox"/> Express Mail international
	<input type="checkbox"/> Insured Parcel (Colis avec valeur déclarée) Insured Value (Valeur déclarée) <u>RE 428 764 914 US</u>
	Office of Mailing (Bureau de dépôt) <u>NAT & CAPITAL POST OFFICE</u> Date of Posting (Date de dépôt) <u>12/6/10</u>
	Addressee Name or Firm (Nom ou raison sociale du destinataire) <u>Ministry of Finance</u> Street and No. (Rue et No.) <u>New Government Office Complex, Parliament Drive</u> Place and Country (Localité et pays) <u>St. John's Antigua</u>
Completed at destination. (A compléter à destination.)	This receipt must be signed by: (1) the addressee; or, (2) a person authorized to sign under the regulations of the country of destination; or, (3) if those regulations so provide, by the employee of the office of destination. This signed form will be returned to the sender by the first mail. (Cet avis doit être signé par le destinataire ou par une personne y autorisée en vertu des règlements du pays de destination, ou, si ces règlements le comportent, par l'agent du bureau de destination, et renvoyé par le premier courrier directement expédié.)
	<input type="checkbox"/> The article mentioned above was duly delivered. (L'envoi mentionné ci-dessus a été dûment livré.)
Signature of Addressee (Signature du destinataire) <u>Nicole Clarke</u>	Office of Destination Employee Signature (Signature de l'agent du bureau de destination) 

Postmark of the office of destination (Timbre du bureau de destination)



PS Form 2865, October 1992 (Reverse)



United States Department of State

Washington, D.C. 20520

April 25, 2022

Ms. Angela D. Caesar
United States District Court
For the District of Columbia
333 Constitution Ave. N.W.
Washington, DC 20001

Re: Cedric M. Brown, et al. v. Islamic Republic of Iran, 1:21-cv-01308-TNM

Dear Ms. Caesar:

I am writing regarding the Court's request for transmittal of a Summons, Complaint, Notice of Designation of Related Civil Cases Pending, and Notice of Suit to the Islamic Republic of Iran pursuant to 28 U.S.C. Section 1608(a)(4) as a defendant in the above referenced lawsuit.

Because the United States does not maintain diplomatic relations with the Government of Iran, the Department of State is assisted by the Foreign Interests Section of the Embassy of Switzerland in Tehran in delivering these documents to the Iranian Ministry of Foreign Affairs. The documents were delivered to the Iranian Ministry of Foreign Affairs under cover of diplomatic note No. 1010-IE dated March 1, 2022 and delivered on March 2, 2022. A certified copy of the diplomatic note is enclosed.

Sincerely,

Jared N. Hess
Attorney Advisory
Office of the Legal Adviser
L/CA/POG/GC

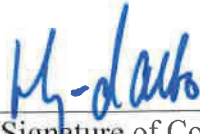


Cc: Bradley M. Lakin
10805 Sunset Office Drive, Suite 300
St. Louis, MO 63127

SPECIFIC AUTHENTICATION CERTIFICATE

Confederation of Switzerland)
Bern, Canton of Bern) SS:
Embassy of the United States of America)

Hayward M. Alto, a consular officer at the Embassy of the United States at Bern, Switzerland, certify that this is a true copy of Embassy note number 27669 dated February 14, 2022, which was transmitted to the Swiss Ministry of Foreign Affairs on February 16, 2022 for further transmission to the American Interests Section of the Swiss Embassy in Tehran, Iran.



Hayward M. Alto

(Signature of Consular Officer)

Hayward M. ALTO
(Typed name of Consular Officer)

Consul of the United States of America
(Title of Consular Officer)

March 17, 2022
(Date)

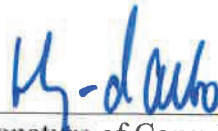


SPECIFIC AUTHENTICATION CERTIFICATE

Confederation of Switzerland)
ern, Canton of Bern) SS:
mbassy of the United States of America)

certify that the annexed document bears the genuine seal of the Swiss Federal Department of Foreign Affairs.

certify under penalty of perjury under the laws of the United States that the foregoing is true and correct.



(Signature of Consular Officer)

Hayward M. ALTO

(Typed name of Consular Officer)

Consul of the United States of America
(Title of Consular Officer)

March 17, 2022
(Date)



SPECIFIC AUTHENTICATION CERTIFICATE

Confederation of Switzerland)
ern, Canton of Bern) SS:
mbassy of the United States of America)

ertify that the annexed document is executed by the genuine signature and seal of the
llowing named official who, in an official capacity, is empowered by the laws of Switzerland
xecute that document.

ertify under penalty of perjury under the laws of the United States that the foregoing is true
correct.

Alessandra MANOIERO
(Typed name of Official who executed the annexed document)

Hy-dalto
(Signature of Consular Officer)

Hayward M. ALTO
(Typed name of Consular Officer)

Consul of the United States of America
(Title of Consular Officer)

March 17, 2022
(Date)



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

ESTATE OF ROBERT P. HARTWICK, et al.,)
)
 Plaintiffs,)
) Civil Action No. 1:18-cv-01612-CKK
 v.)
)
 THE ISLAMIC REPUBLIC OF IRAN, et al.,)
)
 Defendants)
)
 _____)

NOTICE OF FAILED SERVICE UNDER 28 U.S.C. § 1608(a)(3)

Plaintiffs, through counsel, hereby notify the Court that the efforts to service Defendants The Islamic Republic of Iran (“Iran”), The Islamic Revolutionary Guard Corps (“IRGC”), and Iranian Ministry of Intelligence & Security (“MOIS), pursuant to 28 U.S.C. § 1608(a)(3), have failed either because the Defendants rejected Plaintiffs’ attempt to serve them, or Iranian Customs has refused to release the service packages for delivery in Tehran, Iran. *See* Exhibits 1-3.

In January 2019, Plaintiffs were advised by DHL that they no longer ship packages from the United States to Iran under any currently available U.S. Treasury Office of Foreign Assets Control (“OFAC”) General License.¹

Since service of process was not available through DHL, Plaintiffs initiated service of process on the above-listed Defendants on June 20, 2019, utilizing the United States Postal Service’s (“USPS”) Registered Return Receipt First Class International mailing services.

The USPS tracking data confirms that the service packages addressed to the three above-listed Defendants left Washington, D.C. on June 25, 2019. The service package for the IRGC

¹ Plaintiffs submitted an application for a Specific License from OFAC to ship case-related documents to Iran using DHL on January 25, 2019. This application is still pending.

arrived in New York on June 28, 2019 and was released from United States Customs on July 2, 2019. The service packages for Iran and MOIS arrived in New York prior to July 2, 2019 and were released from United States Customs on July 2, 2019. All three service packages arrived at the Imam Khomeini Airport in Tehran, Iran on July 5, 2019. The USPS does not provide further tracking data because it does not perform international tracking services for Registered Mail in destination countries.

However, according to data collected and provided by the National Post Office of the Islamic Republic of Iran a/k/a “IRI Post Company” (“IRI”), the service packages for the IRGC and MOIS arrived at the Iranian Customs office in Tehran, Iran, on July 7, 2019 and the service package for Iran arrived at the Iranian Customs office in Tehran, Iran on July 9, 2019.

After arriving in Iran, IRI made an attempt to deliver the service packages for Iran and the IRGC to the Iranian Minister of Foreign Affairs, Mr. Mohammad Javad Zarif, at the Ministry of Foreign Affairs located at Imam Khomeini Street, Imam Khomeini Square, Tehran, Iran, 1136914811.

Both packages were refused by the recipient at the final destination.

Since arriving in Iran on July 7, 2019, the service package for MOIS arrived in Iranian Customs on July 7, 2019, but has not yet been released for further delivery.

Plaintiffs have made a diligent effort to serve Defendants Iran, IRGC, and MOIS pursuant to 28 U.S.C. 1608(a)(3). Plaintiffs’ attempt to effectuate service of process has exceeded thirty days. These efforts have failed.

Therefore, Plaintiffs now intend to proceed to initiate service of process on these specific Defendants under 28 U.S.C. § 1608(a)(4) and shall file the appropriate materials with the Clerk requesting its assistance, as required.

Dated: August 23, 2019.

Respectfully submitted,

/s/ Christopher G. Paulos

Christopher G. Paulos, *Pro Hac Vice*
Florida Bar No. 0091579

**LEVIN, PAPANTONIO, THOMAS, MITCHELL,
RAFFERTY AND PROCTOR, P.A.**

316 South Baylen Street, Suite 600
Pensacola, Florida 32502

Telephone: (850) 435-7067

Facsimile: (850) 436-6067

Email: cpaulos@levinlaw.com

/s/ Howard L. Nations

Howard L. Nations

DC Bar No. TX143

THE NATIONS LAW FIRM

3131 Briarpark Drive, Suite 208

Houston, Texas 77042

Tel: (713) 807-8400

Facsimile: (713) 807-8423

Email: howard@howardnations.com

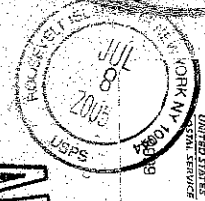
Attorneys for Plaintiffs

ATTACHMENT F-4

CLERK'S OFFICE
 STATES DISTRICT COURT
 DISTRICT OF COLUMBIA
 U.S. COURTHOUSE
 333 CONSTITUTION AVENUE, N.W.
 WASHINGTON, DC 20001
 OFFICIAL BUSINESS

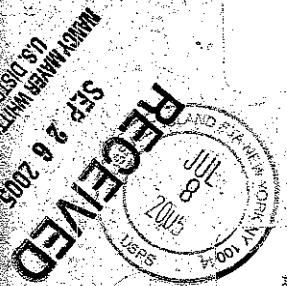
AIR MAIL

AR



AIR MAIL

U.S. POSTAGE
 PAID
 NEW YORK, NY
 JUL 08 2005
 AIR MAIL
 00069884-02
 \$1.75

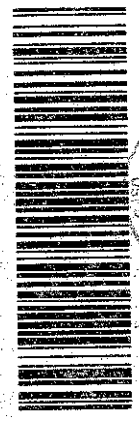


U.S. POSTAGE
 PAID
 NEW YORK, NY
 JUL 08 2005
 AIR MAIL
 00069884-02
 9140
 \$12.80

0100008

6.902

Iranian Ministry of Intelligence and Security
 c/o Ministry of Foreign Affairs
 Khomeni Avenue, United Nations Street
 Tehran, Islamic Republic of Iran



PS Form 2065, February 1997 (Reverse)

Handwritten signature/initials

PS Form 2065, February 1997 (Reverse)

Completed at destination (A remplir au bureau de destination)

Completed by the office of origin (A remplir au bureau d'origine)

Item Description (Nature de l'envoi) Registered Article (Article recommandé) Insured Parcel (Colis avec valeur déclarée) Express Mail International (Envoi à livraisons nationales) Recorded Delivery (Envoi à livraison attestée) Other Matter (Autre) Letter (Lettre) Printed Matter (Vingtième) Air Mail (Aérien)

Insured Value (Valeur déclarée) \$1000.00
 Article Number 055 AX
 Date of Posting (Date de dépôt) JUL 08 2005
 Office of Mailing (Bureau de dépôt) NEW YORK NY 10044

Iranian Ministry of Intelligence and Security
 c/o Ministry of Foreign Affairs
 Khomeni Avenue, United Nations Street
 Tehran, Islamic Republic of Iran

The article mentioned above was duly cleared (L'article mentionné ci-dessus a été dûment livré)

Signature of addressee (Signature du destinataire)
 Signature of sender (Signature de l'expéditeur)
 Office of destination (Bureau de destination)
 Office of origin (Bureau d'origine)