

UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE DISTRICT OF COLUMBIA

**DO NOT WRITE ON SAMPLE FORM**

PLAINTIFF(S) NAME(S)

vs.

CIVIL ACTION NO. (JUDGE'S INITIALS)

DEFENDANT(S) NAME(S)  
(et al. can be used on this form)

**AFFIDAVIT OF SERVICE**

**DO NOT WRITE ON SAMPLE FORM**

I, (name the person who actually mailed the summons/complaint), hereby declare that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed a copy of the summons and complaint, certified mail return receipt requested, to (name of defendant). Attached hereto is the certified green card acknowledging service.

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**STAPLE GREEN CARD HERE**

**Make sure it bears the original signature of the person  
who signed for the summons and complaint.**

ORIGINAL SIGNATURE

Typed or Written Name

Street Address

City, State & Zip Code

Telephone Number