

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF FLORIDA**

_____,
Plaintiff,

vs.

Case No: _____

_____,
Defendant(s).

NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF A SUMMONS
(For Use by Prisoners and Pro Se Plaintiffs Proceeding In Forma Pauperis)

To: _____

(Name of the defendant or—if the defendant is a corporation, partnership, or association—an officer or agent authorized to receive service)

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within _____ days (*give at least 30 days, or at least 60 days if the defendant is outside any judicial district of the United States*) from the date certified below by the United States Marshal Service as the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, it will be filed with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice was sent (see the date certified below by the United States Marshal Service) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, arrangements will be made to have the summons and complaint served on you, and you, or the entity you represent, may be required to pay the expenses of making service.

Date: _____

Signature of the attorney or unrepresented party

Printed name

Address

Address

Certification by United States Marshal Service of Date Notice was Sent

I certify that this request was sent to the above-named defendant on the date below.

Date: _____

Signature of USMS representative