INSTRUCTIONS FOR COMPLETING PROOF OF SERVICE

A Proof of Service is a document filed with the Court to show that the summons and complaint were successfully served on the defendant in a lawsuit.

After the U.S. Marshal Service serves the summons and complaint, a return receipt, "**green card**" (PS Form 3811), will be mailed to the plaintiff, to show proof of service. The "**green card**" or a copy, must be filed with the Court.

Use the example below as a guide to complete the Proof of Service form:

PAGE 1

MIED ProSe x (4/19) Proof of Service SC

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

JANE SMITH, PLAINTIFF NAME

Plaintiff,

v.

JOHN DOE, DEFENDANT NAME

Defendant.

Case No. 18-12345 CASE NUMBER

Hon. ROBERT WILLIAMS JUDGE

PROOF OF SERVICE
of
Summons and Complaint

The summons and complaint were served on JOHN DOE DEFENDANT NAME by U.S. Postal Service Certified Mail. The **signed return receipt**, PS Form 3811 ("green card"), is attached as proof of service on named defendant.

Dated: JANUARY 1, 2019

JANE SMITH
Signature

JANE SMITH
Printed Name

456 LINCOLN
Address

DETROIT, MI 48226
City, State, Zip Code

(313) 777-7777
Telephone Number

PAGE 2

MIED ProSe x (4/19) Proof of Service SC

Case No. 18-12345 CASE NUMBER

ATTACH

The **signed** Original Green Card **with the signature side showing**

or

A **copy** of the **signature side** of the **signed** Green Card