

INSTRUCTIONS FOR COMPLETING SUMMONS FORM

A summons is an official notice of a lawsuit. It is given to the person being sued. If you sue someone, they need to know about it. When the defendant is served with a summons, it officially tells them that you are suing them.

For every defendant being sued, 3 copies of the summons for each defendant, must be submitted to the Court.

AO 440 (Rev. 06/12) Summons in a Civil Action

UNITED STATES DISTRICT COURT
for the
Eastern District of Michigan

JANE SMITH,
PLAINTIFF NAME)
Plaintiff,)
v.)
JOHN DOE,)
DEFENDANT NAME)
Defendant.)

CASE NUMBER
Civil Action No. **18-12345**

JUDGE
Hon. **ROBERT WILLIAMS**

SUMMONS IN A CIVIL ACTION

To: **JOHN DOE** **NAME OF DEFENDANT**
If suing more than one defendant, change the name on each summons

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

PLAINTIFF'S NAME & ADDRESS
JANE SMITH
456 LINCOLN
DETROIT, MI 48226