

INSTRUCTIONS FOR COMPLETING USM 285 FORM

The USM 285 form is used to request service of the summons and complaint by the U.S. Marshal Service.

For every defendant being sued, **2 copies of the USM 285 form for each defendant**, must be submitted to the Court.

Note: Although the filing fees may be waived, the U.S. Marshal may require that the costs of serving the summons and complaint be paid by the plaintiff.

U.S. Department of Justice United States Marshals Service		PROCESS RECEIPT AND RETURN <i>See "Instructions for Service of Process by U.S. Marshal"</i>	
PLAINTIFF	JANE SMITH	PLAINTIFF NAME	COURT CASE NUMBER 18-12345 CASE NUMBER
DEFENDANT	JOHN DOE	DEFENDANT NAME	TYPE OF PROCESS SUMMONS & COMPLAINT
SERVE AT	<small>NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC. TO SERVE OR DESCRIPTION OF PROPERTY TO SEIZE OR CONDEMN</small> JOHN DOE NAME OF DEFENDANT - If suing more than one defendant, change name and address on each form		
	<small>ADDRESS (Street or RFD, Apartment No., City, State and ZIP Code)</small> 789 LEFT LANE, DETROIT, MI 48531 DEFENDANT'S ADDRESS		
<small>SEND NOTICE OF SERVICE COPY TO REQUESTER AT NAME AND ADDRESS BELOW</small>		Number of process to be served with this Form 285	1
PLAINTIFF'S NAME & ADDRESS JANE SMITH 456 LINCOLN DETROIT, MI 48226		Number of parties to be served in this case	1 TOTAL NUMBER OF DEFENDANTS
<small>SPECIAL INSTRUCTIONS OR OTHER INFORMATION THAT WILL ASSIST IN EXPEDITING SERVICE (Include Business and Alternate Addresses, All Telephone Numbers, and Estimated Times Available for Service):</small>		Check for service on U.S.A.	<input type="checkbox"/> Check this box if any of your defendants is the U.S. Government
Signature of Attorney other Originator requesting service on behalf of: JANE DOE	<input checked="" type="checkbox"/> PLAINTIFF <input type="checkbox"/> DEFENDANT	TELEPHONE NUMBER TELEPHONE	DATE DATE
SPACE BELOW FOR USE OF U.S. MARSHAL ONLY - DO NOT WRITE BELOW THIS LINE			