

## INSTRUCTIONS FOR COMPLETING PLAINTIFF'S NOTICE WAIVING SERVICE BY U.S. MARSHAL

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The *Plaintiff's Notice Waiving Service by U.S. Marshal* form is used if you:

1. Have asked to have the filing fee waived and;
2. **Do not want** the U.S. Marshal to serve the defendant(s) with the summons and complaint and you want to serve the defendant(s) yourself.

If the Court waives the prepayment of the filing fee, you will be responsible for serving the summons and complaint on the defendant(s).

Use the example below as guide to complete the *Plaintiff's Notice Waiving Service by U.S. Marshal* form.

MIE (Rev. 11/17) Plaintiff's Notice Waiving Service by U.S. Marshal

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UNITED STATES DISTRICT  
COURT EASTERN DISTRICT  
OF MICHIGAN

JANE SMITH, **PLAINTIFF NAME**  
Plaintiff(s), Case No. **18-12345** **CASE NUMBER**

v. Honorable **ROBERT WILLIAMS** **JUDGE**

JOHN DOE, **DEFENDANT NAME**  
Defendant(s).  
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**PLAINTIFF'S NOTICE WAIVING SERVICE BY U.S. MARSHAL**

If my application to proceed without paying fees or costs is granted, I waive service by the U.S. Marshal and take responsibility for service of my complaint.

Date: January 1, 2019 **DATE**

JANE SMITH **PLAINTIFF SIGNATURE**  
Signature of Applicant

JANE SMITH **PLAINTIFF NAME**  
Printed Name

456 LINCOLN **PLAINTIFF ADDRESS**  
Address

DETROIT, MI 48226  
City, State, Zip Code **PLAINTIFF TELEPHONE**

(313) 777-7777  
Telephone Number