UNITED STATES DISTRICT COURT

for the

Western District of Virginia

Plaintiff's name or if multiple plaintiffs, write first plaintiff's name and then "et al"

Plaintiff

v.

Defendant's name or if multiple defendants, write first defendant's name and then "et al"

Defendant

Civil Action No. Provide case # if known

SUMMONS IN A CIVIL ACTION

To: *(Defendant's name and address)*

Provide the name and address of the particular defendant to be served. If you are serving more than one defendant, you must complete a separate summons for each defendant to be served.

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) — or 120 days for Social Security Cases filed pursuant to 42 USC 405(g) — 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:

Provide your name and address.
If you are not an attorney, put "pro se" after your name.
Example:
John Doe, pro se
123 Main Street, Danville, VA 24540

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

CLERK OF COURT

Date: Clerk will date when issued.

Signature of Clerk or Deputy Clerk