

UNITED STATES DISTRICT COURT
for the
Western District of Virginia

United States of America
v.

Case No.

Defendant's name

SUMMONS IN A CRIMINAL CASE

YOU ARE SUMMONED to appear before the United States district court at the time, date, and place set forth below to answer to one or more offenses or violations based on the following document filed with the court:

- Indictment, Superseding Indictment, Information, Superseding Information, Complaint, Probation Violation Petition, Supervised Release Violation Petition, Violation Notice, Order of Court

Place: Courtroom No.: Date and Time:

This offense is briefly described as follows:

Date:

Issuing officer's signature

Printed name and title

Proof of Service

This summons was received by me on (date)

- I personally served the summons on this defendant at (place) on (date); or
On (date), I left the summons at the defendant's residence or usual place of abode with (name), a person of suitable age and discretion who resides there, and mailed a copy to the defendant's last known address; or
The summons was served via certified mail; or
The summons was returned unexecuted because

I declare under penalty of perjury that this information is true.

Date returned:

Server's signature

Printed name and title

Remarks:

Case No. _____

**This second page contains personal identifiers and therefore should
not be filed in court with the summons unless under seal.
(Not for Public Disclosure)**

INFORMATION FOR SERVICE

Name of defendant/offender: _____

Last known residence: _____

Usual place of abode *(if different from residence address)*: _____

If the defendant is an organization, name(s) and address(es) of officer(s) or agent(s) legally authorized to receive service of process: _____

If the defendant is an organization, last known address within the district or principal place of business elsewhere in the United States: _____
