

Instructions for Completing USM-285

It is very important to accurately complete the Marshal's form according to the instructions below. If you do not complete the form, the Marshal cannot serve your papers. You should type the information or print it legibly in block letters. If the Marshal cannot read the form, the Marshal will not be able to serve your papers.

1. Print the name of the only plaintiff or if there is more than one plaintiff, write the first plaintiff's name and then "et al".
2. Print the name of the only defendant or if there is more than one defendant, write the first defendant's name and then "et al". Even if you are serving several defendants, this line stays the same on every USM-285.
For example, if Patrick Smith is suing ABC Company, Andrea Doe, and Michael Martin; ABC Company et al would go in this space.
3. Print the name and address of the particular defendant to be served. If you are serving many defendants, unless otherwise instructed by the court, you would complete a separate form for each defendant to be served.
4. Print case number if known. Example: 7:19cv1234.
5. Print "Summons and Complaint".
6. Print your name and address. This is where the Marshal will send you notice regarding service of your papers.
7. Usually "1".
8. Fill in the number of defendants to be served in this case.
9. Check this box if any of your defendants is a federal agency or a federal official or if the United States is a defendant.
10. Fill in only if necessary.
- 11-14 Sign, mark plaintiff or defendant, fill in your telephone number, and print the date.

***** Do not write on any other space on the form. Return the completed form to the Clerk's Office.**

Click here to view the U.S. Marshal's [Instructions for Service of Process by U.S. Marshal](#)

PLAINTIFF #1	COURT CASE NUMBER #4						
DEFENDANT #2	TYPE OF PROCESS #5						
SERVE AT { NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC. TO SERVE OR DESCRIPTION OF PROPERTY TO SEIZE OR CONDEMN #3 ADDRESS (Street or RFD, Apartment No., City, State and ZIP Code) #3							
SEND NOTICE OF SERVICE COPY TO REQUESTER AT NAME AND ADDRESS BELOW	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Number of process to be served with this Form 285</td> <td style="width: 30%; padding: 2px;">#7</td> </tr> <tr> <td style="padding: 2px;">Number of parties to be served in this case</td> <td style="padding: 2px;">#8</td> </tr> <tr> <td style="padding: 2px;">Check for service on U.S.A.</td> <td style="padding: 2px;">#9</td> </tr> </table>	Number of process to be served with this Form 285	#7	Number of parties to be served in this case	#8	Check for service on U.S.A.	#9
Number of process to be served with this Form 285	#7						
Number of parties to be served in this case	#8						
Check for service on U.S.A.	#9						
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): Fold #10							
Signature of Attorney other Originator requesting service on behalf of #11 <input type="checkbox"/> PLAINTIFF <input type="checkbox"/> DEFENDANT	TELEPHONE NUMBER #13 DATE #14						

INSTRUCTIONS FOR COMPLETING USM-285, PROCESS RECEIPT AND RETURN

- The Form USM-285 is a five-copy form set designed as a control document for process served by a U.S. Marshal or designee. Process may include, but is not limited to, a summons and complaint, subpoena, writ, or court order. The United States Marshals Service (USMS) is authorized by law (28 U.S.C. §1921) to charge fees for the service of process. The amount of fees charged is established by regulation (28 C.F.R. §0.114). Except in cases where the litigant has been granted permission by the court for waiver of prepayment of fees and costs, the USMS must request advance payment of the estimated fees and expenses for service of process.
- Please type or print legibly. Submit one copy of the Form USM-285 and one copy of each process for each individual, company, corporation, government agency, etc., to be served or property to be seized.
- In cases where the court has directed the USMS to effect service of a summons and complaint upon an officer or agent of the United States Government, submit a copy of the summons and complaint and Form USM-285 for each officer or agent upon whom service is desired. Submit two (2) additional copies of the summons and complaint for service upon the Government of the United States. The U.S. Marshal or designee will serve one copy upon the U.S. Attorney and will forward the other copy to the Attorney General of the United States. (When the applicable box is checked, completion of the final signature block by the U.S. Marshal or designee certifies service on the U.S. Attorney and the U.S. Attorney General, regardless of whether other defendants on the summons were served). Failure to provide sufficient copies will delay service of the summons.
- Mark all applicable check boxes and use the "Special Instructions" to advise of any information that will assist the USMS in expediting service. You are responsible for providing accurate and sufficient information that will identify the individual or entity to be served or the property to be seized.
- If more than one item of process and Form USM-285 is submitted on a single case, the U.S. Marshal or designee will receipt for all of them on the first Form USM-285. You will receive for your records the "Acknowledgment of Receipt" copy for all the USM-285 forms you submit. When the process is served, you will receive the "Notice of Service" copy. This copy will be identical to the return to the Clerk of the U.S. District Court.
- Upon completion of all services, you will receive a "Billing Statement" copy of Form USM-285. You should return this "Billing Statement" copy to the USMS, together with your payment, in the form of a certified or bank check payable to the U.S. Marshal, for any amounts still owed. Alternatively, the USMS will accept cash. The USMS will not accept personal checks.
- Additional USM-285 forms may be obtained, without cost, from the Clerk of the U.S. District Court, U.S. Marshal, or printed from www.usmarshals.gov/process/usm285.htm