

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI

NOTICE AND ACKNOWLEDGMENT FOR SERVICE BY MAIL

vs.

CASE NUMBER: _____

NOTICE

TO: _____
Name and Address of Person to be Served

This form is to be used only when service of a complaint is being made by mail.

The enclosed summons and complaint are served pursuant to Rule 4 of the Federal Rules of Civil Procedure and Rule 54.16 of the Missouri Supreme Court Rules.

You must complete the acknowledgment part of this form and return one copy of the completed form to the sender **to be received by the sender within 30 days of the date of mailing indicated below.**

You must sign and date the acknowledgment. If you are served on behalf of a corporation, unincorporated association (including partnership), or other entity, you must indicate under your signature your relationship to that entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your authority.

If you do not complete and return the form to the sender within the period indicated above, you (or the party on whose behalf you are being served) may be required to pay any expenses incurred in serving the summons and complaint in any other manner permitted by law.

THIS FORM IS NOT AN ANSWER TO THE COMPLAINT. You must answer the complaint within the period of time indicated on the summons. If you fail to do so, judgment by default may be taken against you for the relief demanded in the complaint.

I declare under penalty of perjury that this Notice and Acknowledgment of Receipt of Summons and Complaint will have been mailed on _____.
Date

Signature of Sender

Name of Sender

Address of Sender

ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT

I declare under penalty of perjury that I received a copy of the summons and of the complaint in this case on _____ at _____
Date Address

Date of Signature

Signature

Printed Name

Relationship of Entity Served

Current Address