

## **Serving An Agency, Officer or Employee of the United States Government**

Federal Rule of Civil Procedure 4(i) and the Court's local rules say that after you file a lawsuit against a United States government officer or employee only in his or her official capacity, or sue a United States agency, you must "serve" that party with a copy of the summons, complaint, and magistrate judge consent form. To do this,

- A person over 18 years old (cannot be you or another party to the lawsuit)
- must send a copy of the summons, your complaint, and a magistrate judge consent form
- to all three places below:

1. The U.S. Attorney for the District of Colorado

**Person over 18 (not you or another party) serves either by**

HAND DELIVERING PAPERS TO:  
U.S. Attorney for the District of Colorado  
1801 California Street, Suite 1600  
Denver, CO 80202

**OR**

SENDING PAPERS BY CERTIFIED OR REGISTERED MAIL TO:  
Civil Process Clerk for the U.S. Attorney  
for the District of Colorado  
1801 California Street, Suite 1600  
Denver, CO 80202

2. The Attorney General of the United States

**Person over 18 (not you or another party) serves by**

SENDING PAPERS VIA CERTIFIED OR REGISTERED MAIL TO:  
The Attorney General of the United States  
United States Department of Justice  
950 Pennsylvania Avenue, NW  
Washington, DC 20530-0001

3. The officer, employee or agency you sued

**Person over 18 (not you or another party) serves by**

SENDING PAPERS VIA CERTIFIED OR REGISTERED MAIL TO:

\_\_\_\_\_ (Insert the name of the officer,  
employee, or agency you are suing)

\_\_\_\_\_ (Insert the **\*\*official\*\*** address)

\_\_\_\_\_

*\*\*The official address of the person or agency is set by law and is not necessarily where your alleged injury took place. For help finding the correct address, call the United States Government information line at 800-333-4636 or the Federal Pro Se Clinic at 303-380-8786.\*\**

- **ONE LAST THING:** the person who sends the documents to these three places must fill out and file a Proof of Service form (sample attached), which proves to the Court that the documents were served.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO**

Civil Action No. \_\_\_\_\_

Plaintiff,

v.

Defendant(s).

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**PROOF OF SERVICE**

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I, **[insert name of person sending documents]** \_\_\_\_\_

\_\_\_\_\_, declare as follows:

1. I received the summons for **[insert defendant's name]** \_\_\_\_\_

\_\_\_\_\_

on this date: \_\_\_\_\_.

2. I delivered copies of the summons, complaint, and magistrate consent form on **[insert date]** \_\_\_\_\_

to the following in the manner indicated below:

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIA \_\_ Hand delivery \_\_ Certified Mail \_\_ Registered Mail \_\_ Return Receipt Requested**

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIA \_\_ Hand delivery \_\_ Certified Mail \_\_ Registered Mail \_\_ Return Receipt Requested**

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIA \_\_ Hand delivery \_\_ Certified Mail \_\_ Registered Mail \_\_ Return Receipt Requested**

3. Attached to this Proof of Service are the mail receipts.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Server's signature)

\_\_\_\_\_  
(Server's printed name)

\_\_\_\_\_  
(Server's address)

\_\_\_\_\_