

Forms for Serving a Complaint Under FRCP Rule 4

Rule 4 of the Federal Rules of Civil Procedure provides that service on a defendant can be accomplished either through “personal service” of a complaint and summons or mail service through a procedure called “waiver of service of summons.”

Personal Service

Under this method, a copy of the complaint and a fully issued summons, bearing the Clerk’s signature and seal, are personally handed to the defendant by any person who is not a party and is at least 18 years of age. Contact the office of the Clerk to have [summons](#) issued and consult [Rule 4 of the Federal Rules of Civil Procedure](#) for additional information.

Waiver of Service of Summons

Under this method, a plaintiff must mail by first-class mail to each defendant

1. Two copies of the “[Notice of Lawsuit and Request for Waiver of Service of Summons](#)”
2. A “[Waiver of Service of Summons](#)”
3. A copy of the complaint
4. A postage prepaid envelope for returning the waiver form to the plaintiff

Hyperlinks to the necessary forms and rules are connected to this document and can be accessed online by holding the control key and clicking the blue underline beneath the form title.