

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS**

PLAINTIFF

vs.

CIVIL ACTION NO: _____

DEFENDANT

MEMO TO THE FILE

On this _____ day of _____, 20____, I have filed a complaint in the above styled case. The summons has been signed by a deputy clerk, and the seal of the court placed thereon and has been returned to me for service. In order to effect service of summons, I shall:

_____ 1. Send a copy of the complaint to each defendant named in the complaint in compliance with the requirements of Rule 4(d) of FRCP. I have the required copies of the *Notice of Lawsuit and Request for Waiver of Service for Summons* and *Waiver of Service of Summons*.

_____ 2. In lieu of the Waiver of Service Process, I will use one of the following methods for service:

A. Private Process Server

Name of Server: _____

City: _____ State _____

B. The following person who is not a party to the lawsuit and is over 18 years of age:

Name: _____

Address: _____

C. United States Marshal. I will get a court order for service by the Marshal and will furnish a Marshal's Form 285 for each defendant to be served.

D. Other: (Specify) _____

I UNDERSTAND THAT IF NO RETURN OF SERVICE IS MADE ON SUMMONS WITHIN 120 DAYS FROM THIS DATE, THIS COMPLAINT IS SUBJECT TO BEING DISMISSED.

ATTORNEY FOR PLAINTIFF: _____

BY: _____