

LOCAL RULE 4.1
SERVICE OF PROCESS

(a) Counsel must prepare summons on the form provided by the Clerk. Counsel must prepare any process that will be served by the United States Marshal, such as a writ of execution, and present that document to the Clerk.

(b) After service of any pleading accompanied by a summons, counsel must promptly file proof of service using either the affidavit at the end of the Clerk's summons form or a separate affidavit of service. If service has been made by mail, counsel must attach the document showing receipt, such as the green card. When the United States Marshal serves any process, the Marshal must promptly file a return of service, including the document showing receipt if service was made by mail.

Adopted March 2, 1981, and effective May 1, 1981
Amended May 1, 1985
Amended January 2, 1990
Amended September 21, 2017