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 may sign and date the acknowledgment below and return one copy of the completed form to the sender **to be received by the sender within 30 days of the date of the mailing indicated below**.

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. If you complete and return this form, you or the party on whose behalf you are being served must answer the complaint within twenty one days of the date you sign the acknowledgement below. 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 For Service By Mail was mailed on _____.
Date

_____
Signature of Sender

_____ _____
Name of Sender Address of Sender

ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT

I declare, under penalty of filing a false affidavit, that I received a copy of the summons and the complaint in the above captioned matter.

_____
Signature

_____
Relationship to Entity or Authority to Receive Service of Process

_____
Date Signed