

The Summons AO-440 Form must be properly completed to include the following:

1. The caption of the summons must match the caption of the complaint or amended complaint.
2. Below the caption, the space entitled “To: (Defendant’s name and address)” must contain the name of the defendant(s) and should not be left blank. You must prepare separate summonses naming each defendant in the “To: (Defendant’s name and address)” section.

Exception: If a defendant is subject to a different time period for responding to the complaint, as described below, prepare a separate summons with the appropriate time period for that defendant.

- 21 days: if the defendant is not the U.S., a U.S. agency, or an officer or employee of the U.S. sued in an official capacity.
 - 30 days: if the case is filed under the Freedom of Information Act.¹
 - 60 days: if the defendant is the U.S., a U.S. agency, or an officer or employee of the U.S. sued in an official capacity. Note: this category does not include state or local government entities.
3. Before uploading any fillable PDF forms in CM/ECF, you must remove all form fields, or metadata under Tools - Protection - Hidden Information in Adobe Acrobat program. One simple method to remove metadata is to print a document using the Adobe PDF print option and then saving.
 4. E-file the proposed summonses using the Civil Event under Amended Pleadings and Service → Service of Process → Summons Submitted.

Note: If you prepare multiple summonses, upload the first summons as the main document, and the remaining summonses as attachments in a single entry. After the clerk issues the summons(es), the Notice of Electronic Filing will be sent to the filer.

¹ If the case is filed under FOIA, you must amend the AO-440 Form to reflect the proper 30-day time period for responding to the complaint.