

# Office of the Clerk

United States District Court for the District of Puerto Rico  
Room 150 Federal Building  
San Juan, Puerto Rico 00918-1767  
787.772.3000



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## INSTRUCTIONS FOR EFFECTING SERVICE ON U.S. GOVERNMENT AGENCIES

- (1) Service of Process should be made pursuant to Rule 4(i) of the Federal Rules of Civil Procedure.
- (2) Send one copy of the original complaint and summons to the government agency being sued. Even if the agency is not a party to the lawsuit, when an order of the agency is attacked in the complaint, you must send the agency one copy of the original complaint and summons. Send these copies by registered or certified mail. Rules 4(i)(1)(C) and (i)(2) of the Federal Rules of Civil Procedure.
- (3) Mail one copy of the Complaint and Summons to the Attorney General of the United States, Department of Justice, Washington, D.C. 20530. Send these copies by registered or certified mail.
- (4) The United States Attorney must be served, in person, with one copy of the Complaint and Summons. The U.S. Attorney's address is: Suite 1201 Torre Chardón, 350 Chardón Street, San Juan, Puerto Rico 00918. **Note:** A summons and complaint may be served by any person who is not a party to the action and is at least 18 years of age. See, Rule 4(c)(2) of the Federal Rules of Civil Procedure.
- (5) After service has been made, return or proof of service should be filed with the Court. Return or proof of service is accomplished by completing the reverse side of the original summons. Be sure to explain how service of process was effectuated, on whom it was served, and the date of service. Rule 4(l) of the Federal Rules of Civil Procedure.
- (6) All defendants must be served within 120 days after the complaint is filed. See, Rule 4(m) of the Federal Rules of Civil Procedure.

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This text is not intended to create or confer any rights, privileges or benefits to prospective or actual parties. It is also not intended to have the force of law. Its sole intention is to serve as a general guide to pro se civil litigants. Other rules/statutes may apply.