

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

SERVICE OF PROCESS ON A FOREIGN DEFENDANT CHECKLIST

Updated: March 2016

I. SERVICE OF PROCESS UNDER FRCP 4(f)(2)(C)(ii)

- Docket the *Affidavit Requesting Foreign Mailing*.
- If sending documents to an embargoed country, contact DHL (1-800-CALL-DHL) to find out if the law firm/shipper (not the embargoed country) is on the approved shipper's list to send an embargoed country. If this is not done, the Clerk's Office will not be able to schedule a pick of the package(s).
- Submit documents to the Clerk's Office.
 - One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - One (1) copy of the *Notice of Electronic Filing*.
 - One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - One (1) copy of the summons and complaint (as well as any additional documents filed at the time the case was opened) for each defendant.
 - One (1) DHL document envelope for each defendant (if applicable).
 - One (1) DHL International Shipment Waybill for each defendant (if applicable).
- Clerk's Office Staff reviews and seals package(s).
- Mail/ship package(s).
- Return the Receipt for Registered Mail to the Clerk's Office (if applicable).

II. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(a)(3)

- Docket the *Affidavit Requesting Foreign Mailing*.
- If sending documents to an embargoed country, contact DHL (1-800-CALL-DHL) to find out if the law firm/shipper (not the embargoed country) is on the approved shipper's list to send an embargoed country. If this is not done, the Clerk's Office will not be able to schedule a pick of the package(s).
- Submit documents to the Clerk's Office.
 - One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - One (1) copy of the *Notice of Electronic Filing*.
 - One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - One (1) copy of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request.
 - One (1) DHL document envelope for each addressee.
 - One (1) DHL International Shipment Waybill for each addressee.

- Clerk's Office Staff reviews and seals package(s) while you wait.
- Mail/ship package(s).
- Return the Receipt for Registered Mail to the Clerk's Office (if applicable).

III. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(a)(4)

- Docket the request for service via the U. S. Department of State.
- Submit documents to the Clerk's Office.
 - One (1) copy of the letter requesting service (including exhibits, if applicable).
 - One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the letter.
 - Proof of service unexecuted under 28 U.S.C. § 1608(a)(3), or other explanation/law as to why service should be attempted through the U.S. Department of State.
 - Two (2) copies each of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each defendant.
- Include check for \$2,275.00 for payment of service fee to the U.S. Department of State in package/envelope.
- Clerk's Office Staff reviews and seals package(s) while you wait.
- Mail/ship package(s).
- Return the Certified Mail Receipt to the Clerk's Office.

IV. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(b)(3)(B)

- Docket the *Affidavit Requesting Foreign Mailing*.
- Submit documents to the Clerk's Office.
 - One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - One (1) copy of the *Notice of Electronic Filing*.
 - One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - One (1) copy of the summons and complaint (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request.
- Clerk's Office Staff reviews and seals package(s) while you wait.
- Mail/ship package(s).
- Return the Receipt for Registered Mail to the Clerk's Office (if applicable).