1. Fill out Date of Service and Declaration of Server for all 5 summonses with your information. This can be done by editing the PDF or handwritten.
2. Check the Other box for Method of Service. Write “via certified mail to...”
	1. Depending on who you are filling it out for the information may be different.
	2. For Federal Officials, write the following:
		1. U.S. Atty for Dist. of MN at 300 S. 4th St., Suite 600 Minneapolis, MN 55415, U.S. Attorney General at 950 Pennsylvania Ave NW Washington, DC 20530 and DHS Office of General Counsel at 245 Murry Lane SW Mail Stop 0485 Washington, DC 20528”
	3. For the Sherriff, write the following:
		1. U.S. Atty for Dist. of MN at 300 S. 4th St., Suite 600 Minneapolis, MN 55415, U.S. Attorney General at 950 Pennsylvania Ave NW Washington, DC 20530 and DHS Office of General Counsel at 245 Murry Lane SW Mail Stop 0485 Washington, DC 20528, and **the County Attorney’s Office.**
3. Print out the Summons. Sign where indicated and scan for our records.
4. Assemble the packets as follows

**One copy of all 5 summonses, petition and all exhibits via Certified Mail to:**

United States Attorney for the District of Minnesota

Civil Process Clerk

300 S. 4th St., Suite 600

Minneapolis, MN 55415

**One copy of all 5 summonses, petition and all exhibits via Certified Mail to:**

U.S. Attorney General

U.S. Department of Justice

950 Pennsylvania Ave NW

Washington, DC 20530

**One copy of summons for DHS Respondents and Sheriff and petition and all exhibits via Certified Mail to:**

Office of the General Counsel

United States Department of Homeland Security

245 Murray Lane SW

Mail Stop 0485

Washington, DC 20528-0485

**One copy of summons for the Sheriff and petition and all exhibits via Certified Mail to:**

Sheriff XXX

At XXX address

1. After assembling the packets, add the certified mail sticker next to our address block. Remember to write who you are mailing it to on the portion that you tear off for our records. For postage, place the packet on top of the postage machine. Click number 5 for services, 4 for retail, and 7 for certified mail. Press the green button and send the postage sticker through the machine.
2. Tape the certified mail receipts for our records all onto one document. File in client’s file.

After sending out, the service for the summons need to be uploaded onto PACER.

1. Login to Pacer
2. Click on MN under U.S. District Court.
3. Click on U.S. District of Minnesota – Document Filing System in the center of the page.
4. Click on Civil on the top left.
5. Click on Services of Process, click next
6. Type in the case number (this can be found on the summons), click next
7. Click Summons Returned Executed
8. Upload the service for summons as the main document. All the service for summons can be on one document. Click next
9. Click on Clients name as the server
10. Highlight all defendants name.
11. Keep clicking next until uploaded