

#### **CR 4. SUMMONS**

**(a) Form of Summons.** It is the obligation of a party seeking the issuance of a summons by the clerk to present the summons to the clerk in the proper form, prepared for issuance, with sufficient copies for service. Forms of summons may be obtained from the clerk.

**(b) Reserved.**

**(c) Service with Complaint; by Whom Made.** Except as provided for herein, the United States Marshals Service is relieved from any and all civil process serving responsibilities within this district on behalf of private litigants. The private litigant or attorney of record for the private litigant shall make appropriate arrangements with a person authorized to serve process. Upon order of this court or pursuant to an express statutory provision, however, the United States Marshals Service shall make service of civil process on behalf of a private litigant or his attorney of record.

**(d) to (n) Reserved.**

[Effective May 1, 1992; amended effective July 1, 1997; January 1, 2002.]