

U.S. Department of Justice
United States Marshals Service

EXAMPLE**PROCESS RECEIPT AND RETURN**See ["Instructions for Service of Process by U.S. Marshal"](#)

PLAINTIFF John Smith	COURT CASE NUMBER 26-CV-12345
DEFENDANT Acme Manufacturing, Inc.	TYPE OF PROCESS Service of Process

SERVE AT { NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC. TO SERVE OR DESCRIPTION OF PROPERTY TO SEIZE OR CONDEMN
 Acme Manufacturing, Inc., c/o Mike Johnson, Director of Risk Management
 ADDRESS (Street or RFD, Apartment No., City, State and ZIP Code)
 4525 N. Main St, Rm #200, Springfield, IL 60063

SEND NOTICE OF SERVICE COPY TO REQUESTER AT NAME AND ADDRESS BELOW John Smith 1222 S Evergreen Terrace Springfield, IL 60063	Number of process to be served with this Form 285	1
	Number of parties to be served in this case	1
	Check for service on U.S.A.	

SPECIAL INSTRUCTIONS OR OTHER INFORMATION THAT WILL ASSIST IN EXPEDITING SERVICE (**Include Business and Alternate Addresses, All Telephone Numbers, and Estimated Times Available for Service:**)

Fold

Fold

Mike Johnson is the registered agent for Acme Manufacturing and his office is in room 200.

Signature of Attorney other Originator requesting service on behalf of: 	☒ PLAINTIFF ☐ DEFENDANT	TELEPHONE NUMBER (312) 555-1212	DATE 9/14/26
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SPACE BELOW FOR USE OF U.S. MARSHAL ONLY-- DO NOT WRITE BELOW THIS LINE

I acknowledge receipt for the total number of process indicated. (Sign only for USM 285 if more than one USM 285 is submitted)	Total Process _____	District of Origin No. _____	District to Serve No. _____	Signature of Authorized USMS Deputy or Clerk _____	Date _____
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I hereby certify and return that I ☐ have personally served, ☐ have legal evidence of service, ☐ have executed as shown in "Remarks", the process described on the individual, company, corporation, etc., at the address shown above on the on the individual, company, corporation, etc. shown at the address inserted below.

☐ I hereby certify and return that I am unable to locate the individual, company, corporation, etc. named above (See remarks below)

Name and title of individual served (if not shown above)	☐ A person of suitable age and discretion then residing in defendant's usual place of abode
Address (complete only different than shown above)	Date _____ Time _____ ☐ am ☐ pm
	Signature of U.S. Marshal or Deputy _____

Service Fee	Total Mileage Charges including endeavors)	Forwarding Fee	Total Charges	Advance Deposits	Amount owed to U.S. Marshal* or (Amount of Refund*)
					\$0.00

REMARKS:

PRINT 5 COPIES:

1. CLERK OF THE COURT
2. USMS RECORD
3. NOTICE OF SERVICE
4. BILLING STATEMENT*: To be returned to the U.S. Marshal with payment, if any amount is owed. Please remit promptly payable to U.S. Marshal.
5. ACKNOWLEDGMENT OF RECEIPT

PRIOR EDITIONS MAY BE USED