



UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

INSTRUCTIONS FOR SERVICE OF PROCESS ON A FOREIGN DEFENDANT

Revised August 7, 2012

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I. SERVICE PURSUANT TO RULE 4(f)(2)(C)(ii)

The Clerk's Office cannot accept for service pursuant to FRCP 4(f)(2)(C)(ii), any documents that are addressed to a defendant in certain countries that are parties to the HAGUE CONVENTION or in any of the countries which do not permit direct service by international mail: Please refer to the U.S Department of State website for a list of countries. http://travel.state.gov/law/judicial/judicial_680.html .

The complete text of the Hague Convention can be found in Martindale Hubbell (Volume VII) and immediately following Rule 4 of the Federal Rules of Civil Procedure (United States Code Annotated version). Additional information may be obtained from the State Department's Office of Special Consular Services in Washington, D.C.

For the Clerk's Office to serve a defendant pursuant to Rule 4(f)(2)(C)(ii) of the Federal Rules of Civil Procedure, we require that you furnish us with the following for each case involved:

1. A letter, addressed to the Clerk of Court, Robin D. Tabora, requesting that she serve specified documents pursuant to Rule 4(f)(2)(C)(ii) of the Federal Rules of Civil Procedure. Include in this letter both the name(s) and address(es) of the defendant(s) to be served.
2. One set of papers for each defendant to be served.
3. One unsealed envelope, addressed to each defendant with the Clerk's Office return address.
4. A pink return receipt card (Postal Service Form #2865) made out to the defendant being served with the return address of the Clerk of Court. On the upper left hand corner of this card you must include both the case number and the judge's initials.
5. A white return receipt (Postal Service Form #3806) made out to the defendant being served with the return address of the Clerk's Office.
6. The correct postage must be on the envelope that covers the cost of postage, registration and return receipt fees. We do not accept cash, money orders or checks for this purpose. To obtain the exact amount of postage needed, counsel is required to weigh the envelope and, based on post office requirements, affix the proper postage – do not use postage meter stamps (stamps only). If the amount of postage is insufficient, counsel will be contacted and the documents will be held in our office until the deficiency is corrected.

7. All mailings will be taken to the post office by a member of the Clerk's Office. Papers submitted to the Clerk's Office for mailings must be brought in by no later than 3:00 p.m.

II. SERVICE UPON A FOREIGN STATE OF POLITICAL SUBDIVISION PURSUANT TO THE FOREIGN SOVEREIGN IMMUNITIES ACT (DIRECT MAIL)

For the Clerk's Office to serve an agency or instrumentality of a foreign state pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(3), we require that you furnish us with the following for each case involved:

1. A letter, addressed to the Clerk of Court, Robin D. Tabora, requesting that she serve specified documents pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(3). Include in this letter both the name(s), title(s) and address(es) of the person(s) to be served.
2. One complete set of papers in English and one set in the country's official language for each defendant to be served and an additional copy of each of these documents is to be provided for the court's file. You must include a Notice of Suit (in both English and the country's official language) which must be prepared pursuant to 22 CFR § 93.2.
3. An affidavit from the translator stating his/her qualifications and that the translation is accurate for each defendant to be served and one for the court's file.
4. One unsealed envelope, sufficient to hold an entire set of papers for each defendant(s) to be served. These must have the return address of the Clerk's Office on them.
5. A pink return receipt card (Postal Service Form #2865) made out to the defendant being served with the return address of the Clerk of Court. On the upper left hand corner of this card, you must include both the case number and the judge's initials.
6. A white return receipt (Postal Service Form #3806) made out to the defendant being served with the return address of the Clerk's Office.
7. The correct postage must be on the envelope that covers the cost of postage, registration and return receipt fees. We do not accept cash, money orders or

checks for this purpose. To obtain the exact amount of postage needed, counsel is required to weigh the envelope and, based on Post Office requirements, affix the proper postage – do not use postage meter stamps (stamps only). If the amount of postage is insufficient, counsel will be contacted and the documents will be held in our office until the deficiency is corrected.

8. All mailings will be taken to the post office by a member of the Clerk's Office. Papers submitted to the Clerk's Office for mailings must be brought in by no later than 3:00 p.m.

III. SERVICE UPON A FOREIGN STATE OF POLITICAL SUBDIVISION PURSUANT TO THE FOREIGN SOVEREIGN IMMUNITIES ACT (DIPLOMATIC CHANNELS VIA STATE DEPARTMENT)

For the Clerk's Office to serve an agency or instrumentality of a foreign state pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(4), we require that you furnish us with the following for each case involved:

1. A letter, addressed to the Clerk of Court, Robin D. Tabora, requesting that she serve specified documents pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(a)(4). You must indicate what measures have been employed to effect service under (a)(1) - (3), e.g., that (a)(3) was attempted by the Clerk's Office on a specified date which was more than 30 days prior to this request and the return receipt has not been received by the Clerk's Office. Include in this letter both the name(s), title(s) and address(es) of the person(s) to be served.
2. Two complete sets of documents in English and two sets in the country's official language for each defendant to be served and one copy of each of these documents for the court's file. You must include a Notice of Suit (in both English and the country's official language) which must be prepared pursuant to 22 CFR § 93.2. A copy of the Notice of Suit must also be tendered to the Clerk's Office along with all other papers mentioned in this paragraph.
3. An affidavit from the translator stating his/her qualifications and that the translation is accurate for each defendant to be served and one for the court's file.

4. One blank, unsealed envelope sufficient to hold an entire set of papers for each defendant(s) to be served, which the Clerk's Office will address to the State Department in Washington and affix to the mailing envelope.
5. A green return receipt card (Postal Form 3811) which the Clerk's Office will address. The return address should be made out to the Clerk of Court. On the upper left-hand corner of this card include the case number and the judge's initials.
6. A white return receipt (Postal Service Form #3800) made out to the defendant being served with the return address of the Clerk's Office.
7. The correct postage must be on the envelope that covers the cost of postage, registration and return receipt fees. We do not accept cash, money orders or checks for this purpose. To obtain the exact amount of postage needed, counsel is required to weigh the envelope and based on post office requirements, affix the proper postage – do not use postage meter stamps (stamps only). If the amount of postage is insufficient, counsel will be contacted and the documents will be held in our office until the deficiency is corrected.
8. All mailings will be taken to the post office by a member of the Clerk's Office. Papers submitted to the Clerk's Office for mailings must be brought in by no later than 3:00 p.m.

IV. SERVICE UPON AN AGENCY OR INSTRUMENTALITY OF A FOREIGN STATE PURSUANT TO THE FOREIGN SOVEREIGN IMMUNITIES ACT

For the Clerk's Office to serve an agency or instrumentality of a foreign state pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(b)(3)(B), we require that you furnish us with the following for each case involved:

1. A letter, addressed to the Clerk of Court, Robin D. Tabora, requesting that she serve specified documents pursuant to the Foreign Sovereign Immunities Act, 28 U.S.C. § 1608(b)(3)(B). Include in this letter both the name(s), title(s) and address(es) of the person(s) to be served.
2. One complete set of papers in English and one set in that country's official language for each defendant to be served and one copy of each of these documents for the court's file.

3. An affidavit from the translator stating his/her qualifications and that the translation is accurate, for each defendant to be served and one for the court's file.
4. One unsealed envelope, sufficient to hold an entire set of papers for each defendant(s) to be served, with the return address of the Clerk's Office.
5. A pink return receipt card (Postal Service Form #2865) made out to the person being served with the return address of the Clerk of Court. On the upper left hand corner of this card, you must include both the case number and the judge's initials.
6. A white return receipt (Postal Service Form #3806) made out to the defendant being served with the return address of the Clerk's Office.
7. The correct postage must be on the envelope that covers the cost of postage, registration and return receipt fees. We do not accept cash, money orders or checks for this purpose. To obtain the exact amount of postage needed, counsel is required to weigh the envelope and based on Post office requirements, affix the proper postage – do not use postage meter stamps (stamps only). If the amount of postage is insufficient, counsel will be contacted and the documents will be held in our office until the deficiency is corrected.
8. All mailings will be taken to the post office by a member of the Clerk's Office. Papers submitted to the Clerk's Office for mailings must be brought in by no later than 3:00 p.m.