

Service of Process

Rule 4(i) of the Federal Rules of Civil Procedure sets forth the requirements for service of process on the United States, its agencies and corporations, or its officers and employees. The U.S. Attorney's Office accepts service of process either through U.S. registered or certified mail or by hand-delivery.

U.S. Registered or Certified Mail

Service of process on the U.S. Attorney's Office may be made by U.S. registered or certified mail at the following address:

Civil Process Clerk
U.S. Attorney's Office for the Middle District of Louisiana
777 Florida Street
Baton Rouge, Louisiana 70801

For security and safety purposes, all mail directed to the U.S. Attorney's Office is routed through the Russell B. Long Federal Building and United States Courthouse in Baton Rouge, Louisiana. *Hand-delivery is not accepted at this address and will not constitute proper service of process on the U.S. Attorney's Office.*

Service is not deemed perfected until actual receipt by the Civil Process Clerk at the U.S. Attorney's Office.

Hand-Delivery

Service of process may be made by hand-delivery during business hours to the following address:

451 Florida Street, Third Floor
Baton Rouge, Louisiana 70801

The U.S. Attorney's Office is unable to accept mail addressed to this location, which will be returned to the sender. *Sending service of process to the U.S. Attorney's Office at this address by U.S. registered or certified mail will not constitute proper service of process on the U.S. Attorney's Office.*

Please note that all visitors to the U.S. Attorney's Office are required to undergo a security screening.

Service on the U.S. Attorney General, Federal Agencies or Corporations, or Federal Officers or Employees

The U.S. Attorney's Office is not authorized to accept service on behalf of the U.S. Attorney General or other federal agencies, corporations, officers, or employees. Therefore, if an

applicable rule requires any such persons or entities to be served, they must be served separately and in addition to service on the U.S. Attorney's Office.

Waiver of Service of Process

Rule 4(d) of the Federal Rules of Civil Procedure, regarding the waiver of service of process, is inapplicable to the United States and its agencies, corporations, officers, and employees. The U.S. Attorney's Office is otherwise not authorized to waive formal service of process.