

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

**Instructions for International Service
of a Summons on a Foreign Individual(s)**

These procedures outline the steps attorneys must follow to process documents for international service in a foreign country, excluding those made via the Hague Convention. **Please note that court staff and employees of the Clerk's Office for the Court cannot provide legal advice or assistance in completing forms.**

In accordance with Federal Rules of Civil Procedure Rule 4 and/or 28 U.S.C. § 1608(a)(3) or (b)(3)(B), the Clerk will certify that the summons and complaint have been mailed via international service.

Documents Required:

- A copy of the **summons**
- A copy of the **complaint**
- A **notice of suit** (where applicable)
- **Translations** of each document into the official language of the foreign state

Steps for Service by International Registered Mail (U.S. Postal Service)

(Skip these Steps for Service by FedEx or DHL)

Things You'll Need:

- One (1) copy of the issued **summons** for each defendant named in the complaint who will be served in the foreign country.
- One (1) copy of the **complaint** for each defendant.
- One (1) **notice of suit** for each defendant (where applicable) and any **additional documents** filed when the case was opened.
- One (1) **translation** of each document into the official language of the foreign state.
- One (1) USPS **air waybill** and one (1) USPS international service **envelope** for each defendant named in the complaint who will be served in the foreign country. (The required form depends on the USPS mail service utilized. Each country has specific customs requirements; please contact the USPS for details.)

Filing Fee:

There is no filing fee for the preparation of the International Service, but there is a charge by the Postal Office to deliver the package(s) to the destination country.

Preparing Packages:

The prepaid air waybill must be completed by the Plaintiff or Attorney.

Ensure that the Clerk's Office address is listed as the sender and the defendant's information is listed as the recipient on the air waybill.

Include the full name of the person or company you are sending the item to, their complete international address, and, if possible, a contact number of the defendant so the courier can confirm the address and forward the package if they have difficulty locating the destination.

Once completed, please place the following documents listed above inside the prepared envelope(s) for service.

Note: Ensure the correct International Shipment Air Waybill is being used, as using a different air waybill may prevent delivery outside the U.S.

Mailing Packages:

After preparing your package(s), you can take them to any of the Federal Courthouse locations, specifically to the Clerk's Office Intake Section. The staff will review the documents inside the package(s) and seal them while you wait.

The attorney or courier must take the package(s) to the Post Office with a completed international air bill. Ensure that both addresses are listed on the air bill, the Clerk's Office as the sender (From:) and the defendant as the recipient (To:).

Important: The Clerk's Office cannot be charged for the shipment. The shipping costs are solely the responsibility of the Plaintiff/Attorney. Additionally, the Clerk's Office is not responsible for taking the package to the Post Office.

After mailing the package(s) at the Post Office, the stamped receipt for registered mail must be returned to the Clerk's Office for further processing. The Clerk will prepare and docket a **Clerk's Notice of International Service** form, on the court docket, with the stamped receipt.

Steps for Service by International Mail (FedEx)

(Skip these Steps for Service by U.S. Postal Service or DHL)

Things You'll Need:

- One (1) copy of the issued **summons** for each defendant named in the complaint who will be served in the foreign country.
- One (1) copy of the **complaint** for each defendant.
- One (1) **notice of suit** for each defendant (where applicable) and any **additional documents** filed when the case was opened.
- One (1) **translation** of each document into the official language of the foreign state.
- One (1) FedEx **air waybill** and one (1) FedEx international service **envelope** for each defendant named in the complaint who will be served in the foreign country. (The required form depends on the FedEx mail service you use. Each country has specific customs requirements; please contact the FedEx for details.)

Filing Fee:

There is no filing fee for the preparation of the International Service, but there is a charge by FedEx to deliver the package(s) to the destination country.

Preparing Packages:

The prepaid air waybill must be completed by the Plaintiff or Attorney.

Ensure that the Clerk's Office address is listed as the sender and the defendant's information is listed as the recipient on the air waybill.

Include the full name of the person or company you are sending the item to, their complete international address, and, if possible, a contact number of the defendant so the courier can confirm the address and forward the package if they have difficulty locating the destination.

Once completed, please place the following documents listed above inside the prepared envelope(s) for service.

Note: Ensure the correct International Shipment Air Waybill is being used, as using a different air waybill may prevent delivery outside the U.S.

Mailing Packages:

After preparing your package(s), you can take them to any of the Federal Courthouse locations, specifically to the Clerk's Office Intake Section. The staff will review the documents inside the package(s) and seal them while you wait.

Ensure that both addresses are listed on the air bill, the Clerk's Office as the sender (From:) and the defendant as the recipient (To:).

The Clerk's Office will take the FedEx package(s) and drop them off at the FedEx pickup box in the Courthouse or contact FedEx for a pickup.

Important: The Clerk's Office cannot be charged for shipment. The shipping costs are solely the responsibility of the Plaintiff/Attorney.

After the Clerk's Office provides the package(s) to FedEx, the Clerk will prepare and docket a **Clerk's Notice of International Service** form, on the court docket, along with a copy of the air waybill.

Steps for Service by International Mail (DHL)

(Skip these Steps for Service by U.S. Postal Service or FedEx)

Things You'll Need:

- One (1) copy of the issued **summons** for each defendant named in the complaint who will be served in the foreign country.
- One (1) copy of the **complaint** for each defendant.
- One (1) **notice of suit** for each defendant (where applicable) and any **additional documents** filed when the case was opened.
- One (1) **translation** of each document into the official language of the foreign state.
- One (1) DHL **air waybill** and one (1) DHL international service **envelope** for each defendant named in the complaint who will be served in the foreign country. (The required form depends on the DHL mail service you use. Each country has specific customs requirements; please contact the DHL for details.)

Filing Fee:

There is no filing fee for the preparation of the International Service, but there is a charge by DHL to deliver the package(s) to the destination country.

Preparing Packages:

The prepaid air waybill must be completed by the Plaintiff or Attorney.

Ensure that the Clerk's Office address is listed as the sender and the defendant's information is listed as the recipient on the air waybill.

Include the full name of the person or company you are sending the item to, their complete international address, and, if possible, a contact number of the defendant so the courier can confirm the address and forward the package if they have difficulty locating the destination.

Once completed, please place the following documents listed above inside the prepared envelope(s) for service.

Note: Ensure the correct International Shipment Air Waybill is being used, as using a different air waybill may prevent delivery outside the U.S.

Mailing Packages:

After preparing your package(s), you can take them to any of the Federal Courthouse locations, specifically to the Clerk's Office Intake Section. The staff will review the documents inside the package(s) and seal them while you wait.

Ensure that both addresses are listed on the air bill, the Clerk's Office as the sender (From:) and the defendant as the recipient (To:).

The Clerk's Office will contact DHL for a pickup.

Important: The Clerk's Office cannot be charged for shipment. The shipping costs are solely the responsibility of the Plaintiff/Attorney.

After the Clerk's Office provides the package(s) to DHL, the Clerk will prepare and docket a **Clerk's Notice of International Service** form, on the court docket, along with a copy of the air waybill.