

## **Service of Process**

***Effective May 9, 2025. Supersedes all prior versions.***

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  
451 Florida Street, Suite 300  
Baton Rouge, Louisiana 70801

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, Suite 300  
Baton Rouge, Louisiana 70801

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.

### **Inapplicability of 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.