

## **SERVING PROCESS ON THE DEPARTMENT OF THE NAVY**

In accordance with Rules 4 and 45 of the Federal Rules of Civil Procedure, 32 C.F.R. § 257.5(c), and Secretary of the Navy Instruction 5820.8A, anyone wishing to serve a summons, complaint, subpoena, or any other legal process on the Department of the Navy, the Secretary of the Navy, or any employee of the Navy in their official capacity, should send the documents to the address below:

General Counsel of the Navy  
Naval Litigation Office  
720 Kennon St., SE, Room 233  
Washington Navy Yard, DC 20374-5013  
(202) 685-7039

Service on the Navy may be accomplished using registered or certified mail, Federal Express (or other commercial courier services), or a process server. Note, however, all mail sent to the Naval Litigation Office must be routed through the Post Office, and therefore it is subject to security screenings and other procedures that may delay delivery. Also, commercial couriers and process servers lacking access to the Washington Navy Yard must come to the installation Visitors Center at 1022 O Street SE between 8 a.m. and 2 p.m. The Visitors Center will contact the Naval Litigation Office, and they will then come to the Visitors Center to accept the documents.

Questions concerning service of process may be directed to the Naval Litigation Office at (202) 685-7039 or (202) 685-6938.