

## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### INSTRUCTIONS FOR FILING A CIVIL COMPLAINT

- The filing fee to file a new civil action is \$150.00. If you cannot afford to pay the filing fee, you may ask the Court to permit you to proceed without prepayment of costs. To do this, you must complete and sign the attached form and submit it with your original complaint.
- Your complaint must set forth the facts of your case and indicate what kind of relief you seek from the Court.
- The name of this Court must be written at the top of the first page.
- All plaintiffs & defendants to the suit must be named in the caption. This prohibits the use of et al. In the caption. Addresses for all defendants assists the Court in properly serving your complaint.
- Pursuant to our Local Rules, your name, address and telephone number in the caption A Post Office Box Number is insufficient as an address.
- The word COMPLAINT must appear under the caption.
- Your complaint must be legibly handwritten or typed on white, letter-size (8-1/2 x 11 inch) paper. Do not write on the back of the page. Your complaint must be double spaced. If you are requesting a jury trial, the jury demand must be stated in your complaint.
- You must originally sign your complaint.
- You must file the originally signed complaint as well as the originally signed application to proceed in forma pauperis. DO NOT SEND THE FILING FEE AND THE APPLICATION TO PROCEED IN FORMA PAUPERIS.
- Mailing address: U.S. District Court, 333 Constitution Avenue, NW, Room 1225, Washington D.C. 20001
- Preparation and execution of summons will be the responsibility of the Court not the litigant.

NANCY MAYER-WHITTINGTON, CLERK

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA**

**DO NOT WRITE ON SAMPLE FORMAT**

**YOUR NAME  
YOUR RESIDENCE ADDRESS  
CITY, STATE & ZIP  
YOUR HOME PHONE NO.**

**CIVIL ACTION NO.**

**DEFENDANT (S) NAME (S)  
THEIR ADDRESS  
CITY, STATE & ZIP**

**(TO BE FILLED IN BY CLERK)**

**COMPLAINT**

**(SET FORTH THE FACTS OF YOUR CASE)**

**DO NOT WRITE ON THIS SAMPLE FORM**

**ON THE LAST PAGE OF YOUR COMPLAINT SPELL OUT THE RELIEF YOU ARE  
REQUESTING FROM THIS COURT.**

**IF YOU ARE ASKING FOR A TRIAL BY JURY, YOU MUST STATE THIS IN YOUR  
COMPLAINT.**

**IF YOU ARE REQUESTING A SPECIFIC AMOUNT STATE THIS IN YOUR COMPLAINT.**

**ORIGINALLY SIGN (IN PEN) COMPLAINT**

**YOUR NAME  
YOUR ADDRESS  
CITY, STATE & ZIP**