

INSTRUCTIONS FOR FILING A CIVIL RIGHTS COMPLAINT

We enclose a complaint form and an in forma pauperis petition and affidavit. It is unlikely that your complaint will be filed unless it conforms to the following instructions:

1. You must file with the court an original complaint plus one copy for each defendant that you sue. For example, if you sue two defendants, you must file an original and two copies. Do not forget to keep a set of copies for yourself.
2. All of your copies must be carbon copies or photocopies. Handwritten originals are acceptable, but handwritten copies of originals are not.
3. Your complaint must be legible and signed by each plaintiff. It need not be notarized. However, each plaintiff must attest under penalty of perjury that the complaint is true. You are warned that any false statement of material fact may subject you to prosecution and conviction.
4. You must fill out the complaint form in the space provided.
 - a. You may use extra space ONLY in Part I to describe any previous lawsuits you might have filed; and on Parts II(a) and II(e), to fully list the names of all the plaintiffs and defendants in your lawsuit.
 - b. **YOU MUST STATE THE FACTS OF YOUR CLAIM ONLY IN THE SPACE PROVIDED UNDER PART III. YOU MAY NOT USE MORE THAN THE SPACE PROVIDED.** Keep things short and to the point. Do not make legal arguments or cite cases, statutes or constitutional provisions -- you will be wasting valuable space. Such arguments and citations may be appropriate later, in response to a motion dismiss, but not now. Take lots of time to write, rewrite and rewrite again the facts of your claim, on your own paper, until you can fit it in the space provided. Get to the heart of your complaint. Several paragraphs, with dates, places, and names, should usually be enough.
 - c. You must state your request for relief only in the space provided under Part IV.
5. The filing fee is \$150.00.
6. If you cannot pay the filing fee and service costs, you may petition the court for leave to proceed in forma pauperis. You must complete and sign, under penalty of perjury, the enclosed petition and financial affidavit. This does not need to be notarized. Each plaintiff who seeks to file in forma pauperis must complete a petition and affidavit.
7. You have the right to a trial by jury. To preserve that right, your written jury demand should be filed along with your complaint.

MAIL COMPLETED FORMS TO:
Clerk, United States District Court
Rm. 362 Federal Courthouse
517 E. Wisconsin Avenue
Milwaukee, WI 53202

EQUAL EMPLOYMENT OPPORTUNITY CASE INFORMATION

This is to clarify the Notice of Right to Sue or Determination letter you have received. It states that counsel may be appointed for you. However, this is not a matter of right but done at the discretion of the court. The following is the procedure you should use to file your case:

1. Fill out a civil complaint form if you wish to sue. You must do this before the 90 day time limit has expired.
2. File the complaint according to the attached instructions.
 - a. You must either pay the \$150.00 filing fee or fill out an affidavit of indigency if you wish to proceed in forma pauperis.
 - b. Attach a copy of your Right to Sue or Determination letter to the complaint.
3. Prepare a written motion requesting the court to appoint counsel to represent you if you are indigent.

The judge will rule on your motion and you will receive notice of his decision. In the alternative, you can find an attorney on your own to represent you.

**United States District Court
Eastern District of Wisconsin**

_____)
_____)
_____)
_____)
_____)
_____)
(Full Name of Plaintiff or Plaintiffs)
_____)
vs
_____)
_____)
_____)
_____)
_____)
_____)
(Full Name of Defendant or Defendants)
_____)

No. _____
(Supplied by Clerk)

COMPLAINT

I. PREVIOUS LAWSUITS

- A. Have you begun other lawsuits in state or federal court relating to the same occurrence involved in this action?
G YES G NO

- B. Have you begun other lawsuits in state or federal court?
G YES G NO

- C. If your answer to A or B was YES, provide the requested information below. If there is more than one lawsuit, describe each additional one on a separate sheet of paper, using the same outline.
 - 1. Parties to the previous lawsuit
Plaintiff(s) _____

Defendant(s) _____

 - 2. Court in which lawsuit brought (if federal court, name district: if state court, name the county) _____

3. Docket number _____
4. Current status (for example: Was the case dismissed? Was it appealed? Is it still pending)? _____

5. Approximate date of filing lawsuit _____
6. Approximate date of disposition _____

II. PARTIES

A. Your name (PLAINTIFF) _____

B. Your Address _____

(If there is more than one plaintiff, use the margin for extra space if you need it. List the address only if it is different from the address listed above).

C. DEFENDANT (name) _____

D. Defendants address _____

E. Additional DEFENDANTS (names and addresses) _____

III. STATEMENT OF CLAIM (follow instructions carefully)

State briefly as possible the *essential facts* of your case. Tell what each defendant did to you that caused you to file this suit against them. If you are complaining about more than one wrong, use a separate **numbered** paragraph for each wrong, and describe each wrong in that paragraph and only that paragraph. State only the facts. *Do not give any legal theories or arguments, do not cite any cases or statutes. Do not feel you have to use all the space.* USE NO MORE THAN THE SPACE PROVIDED. THE COURT STRONGLY DISAPPROVES OF STATING CLAIMS OUTSIDE THE SPACE PROVIDED.

