

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA



## CLERK'S OFFICE GENERAL INFORMATION & CIVIL FILING PROCEDURES

(April 9, 2006)

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

**PART I: GENERAL CLERK'S OFFICE INFORMATION**

**I. LOCATION, HOURS AND TELEPHONE NUMBERS**

**A. LOCATION**

1. The Clerk's Office is located on the first floor of the E. Barrett Prettyman United States Courthouse at 333 Constitution Avenue, NW, Washington, DC 20001, near the Judiciary Square Metro Station (Red Line).

**B. HOURS**

1. Documents and/or disks may be filed in person in the Files and Copy Room (Room 1225) between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, except legal holidays.
2. A speedy filing box is available at the Third Street entrance of the courthouse 24 hours a day, seven days a week. An electronic clock is used to time and date stamp all papers submitted. All papers/CDs received before midnight will be filed as of that day provided that they are in compliance with the Court's Local Rules and the Federal Rules of Procedure.

**C. TELEPHONE NUMBERS**

1. The main telephone number of the Clerk's Office is (202) 354-3000. The automated phone system contains general information about the Clerk's Office, Court Operations, Attorney Admissions, Personnel, and Finance and Naturalization.
2. When possible, please use the direct phone number when calling an individual in the Clerk's Office; it is the most direct way of reaching someone. Unless otherwise authorized, attorneys and pro se filers should not contact the chambers of a Judge.
3. The phone number for the Case Management/Electronic Case Filing (CM/ECF) Helpline is (202) 354-3190 for civil and miscellaneous cases. Questions regarding criminal cases should be directed to (202) 354-3060.

## **II. GENERAL CIVIL FILING REQUIREMENTS**

### **A. CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM**

1. Effective January 31, 2001, all Civil cases were converted to the Case Management/Electronic Case Filing (CM/ECF) system, making paper documents nearly obsolete. Except as otherwise provided in LCVR 5.4 and this supplement, *all* civil documents to be filed with the Court *must* be filed by electronic means in portable document format (PDF). In the event you have difficulty filing your document, you may deposit a disk or CD in our speedy filing box. (Attachment A)
2. Unless otherwise directed, Miscellaneous cases are to be filed in paper.
3. Additional information regarding CM/ECF is available on the Court's website at [www.dcd.uscourts.gov/ecf-info.html](http://www.dcd.uscourts.gov/ecf-info.html).

### **B. OBTAINING AND USING ELECTRONIC FILING LOGIN AND PASSWORD**

1. An attorney must obtain a CM/ECF login and password from the Clerk's Office in order to file documents with the Court or to receive copies of opinions and orders of the Court. [LCVR 5.4(b)]
2. Attorney/Participant Registration Forms are available on the Court's website at [www.dcd.uscourts.gov/ecf-registration.pdf](http://www.dcd.uscourts.gov/ecf-registration.pdf). (Attachment B)

### **C. WHO MAY APPEAR, FILE PAPERS AND PRACTICE**

1. Attorneys who are members in good standing of the bar of this Court may appear, file documents and practice provided they comply with LCVR 83. [LCVR 83.2]
2. For other practices relating to who may appear and file, please refer to all subsections of LCVR 83.2.

### **D. RENEWAL OF MEMBERSHIP IN THE U.S. DISTRICT COURT BAR**

1. Each member of the bar of this Court is required to renew his or her membership pursuant to LCVR 83.9(a), every third year on or about July 1 by completing the renewal form approved by this Court. (Attachment C)
2. The Clerk's Office will notify members of this certification requirement at least 60 days before the date for filing the certificate of renewal. [LCVR 83.9(a)]
3. The cost of renewal is \$25.00. Failure to renew will result in the provisional removal of the attorney from the list of members in good standing. The name of the attorney will be restored to the list of members in good standing upon the filing of the required certificate and payment of the delinquent fee within five years after the due date. After five years has passed without renewal, the attorney's name will be permanently removed from the roll, without prejudice to an application for admission as a new member. [LCVR 83.9(b) and (c)]

## **E. NAME AND ADDRESS OF PARTIES AND ATTORNEYS**

1. The first filing by or on behalf of a party must have in the caption the name and full residence address of each party. (*Note: A P.O. Box number is not an appropriate address.*)
2. All filings must contain the name, address, telephone number and DC bar identification number of the attorney.
3. Changes of address must be filed with the Clerk's Office within 10 days of the change. [LCVR 83.15(c)] (Attachment D)

## **F. DOCUMENTS EXEMPT FROM THE CM/ECF SYSTEM**

1. There are some exceptions to the rule that all documents must be filed electronically using the CM/ECF system. They include exhibits or attachments that (A) exceed 500 pages; or (B) are not in a format that readily permits electronic filing, such as large maps, charts, video tapes, and similar materials; or (C) are illegible when scanned into electronic format; or (D) are filed under seal. Documents such as these must be served by mail or by hand delivery, unless counsel has otherwise agreed, and must be identified in an electronically filed Notice of Filing. [LCVR 5.4(e)]
2. In addition, there are a number of specific documents that attorneys are unable to file using the CM/ECF system. These documents can only be filed by a member of the Clerk's Office staff. The following civil documents cannot be filed by attorneys:
  - a. Complaints
  - b. Amended Complaints
  - c. Crossclaims (unless filed as part of an Answer)
  - d. Counterclaims (unless filed as part of an Answer)
  - e. Third-Party Complaints (unless filed as part of an Answer)
  - f. Intervenor Complaints (unless filed as part of a Motion)
  - g. Notices of Appeal or Interlocutory Appeal (Please see Section V.D for further instructions)
  - h. Motions to Intervene
  - i. Motions for Leave to File an Amicus Curiae Brief
3. Any documents that fall under the exceptions above should be filed with the Clerk's Office in one of three ways:
  - a. by email in PDF to:
    - (1) Civil: [dcd\\_cmecf@dcd.uscourts.gov](mailto:dcd_cmecf@dcd.uscourts.gov)
    - (2) Miscellaneous: [dcd\\_cmecf\\_ms@dcd.uscourts.gov](mailto:dcd_cmecf_ms@dcd.uscourts.gov) (Only if case is being filed electronically); or
  - b. on a floppy or compact disk in portable document format (PDF); or
  - c. in paper, if the item is not formatted for scanning.

## G. FORM OF DOCUMENTS

1. Any filings made in paper must be two-hole punched at the top and properly bound with a staple or two-prong fastener. Paper filings should be unfolded and without a back or front cover. All documents, regardless of volume, should be one-sided, double-spaced, and formatted on white paper, 8 ½ x 11 inches in size. Any disk that is submitted should be properly labeled with the case number and contents, and should be accompanied by a Notice of Filing describing what is contained on the disk.
2. All subsequent filings must contain the case number, name or initials of the judge assigned to the case, and the name or initials of the magistrate judge to whom the case has been referred. (Attachment E)
3. All exhibits and attachments must also be marked with the case number and judge's initials . [LCVR 5.1(f)]

## H. FILING DOCUMENTS UNDER SEAL

1. Documents that are to be filed under seal pursuant to a protective order must be filed **in paper and on a disk** in the Clerk's Office during regular business hours only (Monday-Friday, 9:00 a.m.-4:00 p.m.). **Sealed documents must not be filed in the speedy drop box at the entrance of the courthouse, nor filed electronically.** [LCVR 5.1(j)]
2. If it becomes necessary to file documents under seal, please place them in an **unsealed** envelope clearly marked with the warning **UNDER SEAL**. The warning should also be placed on the first page of the pleading in the area of the civil action number. **Compliance with this provision is required.** Members of the press have access to all public records. Failure to advise the Clerk's Office regarding the sensitivity of a pleading, will result in it being placed on the public docket.

### **III. FILING CIVIL ACTIONS**

#### **A. CIVIL COVER SHEET**

1. The entire Civil Cover Sheet (Attachment F) must be completed for every new civil action tendered for filing.
2. The Civil Cover Sheet requires the signature of an attorney who is an active member of the bar of this Court. Please be sure the form is completed fully and correctly.

#### **B. SUMMONS**

1. A summons for each defendant named in the caption of the complaint may be issued at the time of filing. In cases with multiple defendants, the caption on each summons must be the same (i.e., JONES, et al v. SMITH, et al). There is an area on the summons which will request information regarding each individual defendant. [Summons are available on the Court's website at www.dcd.uscourts.gov/new-case-forms.html](http://www.dcd.uscourts.gov/new-case-forms.html). (Attachment G)
2. A summons must be served within 120 days or the case may be dismissed as to that particular defendant. [FRCP 4(m)]
3. The Clerk will issue as many summons as requested. However, summons will not be signed and sealed for an attorney's personal file.
4. When suing a United States Government agent or agency, the United States Attorney General and the United States Attorney for D.C. must be served with a copy of the summons and complaint. [FRCP 4(i)]
5. Service of the summons may be waived. This provision allows the plaintiff to notify the defendant of the commencement of the action and a request the defendant to waive service of a summons. [FRCP 4(d)]

#### **C. CERTIFICATE RULE 7.1**

1. The Certificate Rule 7.1, or Certificate of Disclosure of Corporate Affiliations and Financial Interests, is required in each action wherein a party is a corporation. The certificate is used to determine the need for recusal.
2. The certificate must be tendered with the party's initial filing. [LCVR 7.1]

#### **D. TEMPORARY RESTRAINING ORDERS AND PRELIMINARY INJUNCTIONS**

1. Each application for a temporary restraining order or preliminary injunction must be accompanied by points and authorities and a proposed order. In addition, these motions must be made in a document separate from the complaint.
2. Notice must be given to the opposing party(s) prior to making application for a temporary restraining order. [LCVR 65.1(a)]
3. Temporary restraining orders are assigned in the same fashion as any civil action. If the assigned judge is unavailable, and there is an urgent need for a hearing, the Motions Judge for the month will be contacted.

#### **E. FILING FEES**

1. The filing fee for all new civil actions is \$350.00, and for all new miscellaneous cases is \$39.00.
2. The filing fee may be paid in cash, or by check or money order. Checks and money orders must be made payable to the *Clerk, U.S. District Court*.
3. There is no filing fee for motions.
4. Additional fees are mentioned throughout this supplement.

### **IV. ASSIGNMENT OF CASES**

#### **A. HOW CASES ARE ASSIGNED**

1. Each new civil action is assigned using our automated case assignment system. For the new case clerk to complete the assignment, you must be sure to select the appropriate case category on the Civil Cover Sheet. [LCVR 40.2(b)]
2. Each Miscellaneous case shall be assigned randomly to judges of this Court. [LCVR 40.3(a)]
3. If the action you are filing is related to a pending case or a previously dismissed case, you must complete the Related Case Form. The form asks you to describe the relationship between the new action and the pending or dismissed action. Those actions that are related will be assigned to the judge assigned to the earlier case. [LCVR 40.5] (Attachment H)
4. Should the parties consent, actions may be referred for all purposes to a magistrate judge. The consent form must be signed by all parties and submitted to the Clerk's Office. [LCVR 73.1] (Attachment I)

## **V. FILING SUBSEQUENT CIVIL PLEADINGS**

### **A. PROBLEMS WITH THE CM/ECF SYSTEM**

1. Any documents that cannot be filed by an attorney via the CM/ECF system due to technical difficulties should be filed with the Clerk's Office either on disk or by email in PDF format as described in Section II.F.

### **B. CERTIFICATES OF SERVICE**

1. Electronic filing of any document operates to effect service of the document on counsel or pro se parties who have obtained CM/ECF logins and passwords. Counsel or parties who have not yet obtained CM/ECF logins and passwords must serve and be served as otherwise provided in FRCP 5(b).
2. The requirement of a certificate or other proof of service is satisfied by the automatic notice of filing sent by the CM/ECF software to counsel or pro se parties who have obtained CM/ECF logins and passwords. A separate certificate or other proof of service showing that a paper copy was served on a party or counsel is required when that party or counsel does not receive electronic notification of filings. [LCVR 5.4(d)]

### **C. ORDERS STRIKING PLEADINGS**

1. The Clerk's Office does not return pleadings that are not in compliance with the Federal Rules of Civil Procedure or the Local Rules of this Court.
2. Generally, defective pleadings may be stricken from the record, or a judge might deny a request for leave to file a document. In both cases, a notation will be made on the docket to alert counsel and parties of the outcome.

### **D. ORDERS FOR FILING DISCOVERY MATERIAL**

1. The Clerk's Office will not take discovery materials for filing unless the judge specifically enters an order directing the Clerk to file discovery materials. [LCVR 5.2(a)]
2. For cases filed prior to May 18, 1994, with case numbers earlier than 94cv1094, the old discovery rule applies.

### **E. NOTICES OF APPEAL AND INTERLOCUTORY APPEAL**

1. A Notice of Appeal or Interlocutory Appeal cannot be filed by an attorney using the CM/ECF system. All appeals should be filed with the Clerk's Office on disk in PDF format and should be accompanied by a paper copy of the appeal.
2. The fee for filing such notices is \$455.00.
3. For more information, see Rule 3 of Title II of the Circuit Rules for the U.S. Court of Appeals for the D.C. Circuit.

## **VI. ISSUANCE OF SUBPOENAS**

### **A. WHO MAY ISSUE SUBPOENAS**

1. Pursuant to the provision of FRCP 45(a)(3), attorneys, as officers of the Court, may issue and serve their own subpoenas. While the Clerk still has the power to issue subpoenas, most subpoenas are issued by counsel.

### **B. SUBPOENAS FROM ANOTHER DISTRICT**

1. Issuance of subpoenas from another district court for the purpose of taking depositions, commonly referred to as foreign subpoenas, are issued in the same manner as noted above.

### **C. SEAL REQUIREMENT**

1. The requirement that each subpoena carry the seal of the Court has been abolished.

## **VII. REGISTRATION OF FOREIGN JUDGMENTS**

### **A. PAPERS REQUIRED FOR CERTIFICATION OF JUDGMENT FORM (AO 451) TO REGISTER IN THIS COURT**

1. A Certification of Judgment form (AO 451), completed by the Clerk's Office where the judgment was entered, certifying that the judgment is ripe for registration in a foreign court, namely, this Court. (Attachment J)
2. A certified copy of the judgment must be attached to the Certification of Judgment form.
3. There is a fee of \$39.00 for each foreign judgment registered in this Court from another district court. These cases are filed in this Court as a new Miscellaneous case.

### **B. PREPARING A CERTIFICATION OF JUDGMENT FORM (AO 451) TO REGISTER AT ANOTHER COURT**

1. Obtain a certified copy of the judgment from the Office of Files and Copies in Room 1225. Copies may be obtained between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.
2. Leave the judgment with a deputy clerk to prepare the Certification of Judgment form.
3. The fees are:
  - a. Copying: \$.50 per page for paper documents, \$.10 per page for electronic documents
  - b. Certification of document: \$9.00
  - c. Certification of Judgment Form: \$9.00

## **VIII. REVIEWING RECORDS AND OBTAINING COPIES**

### **A. REVIEWING RECORDS**

1. Official Court records for cases that were filed in paper, may be viewed in the Files and Copy Room in Room 1225 between 9:00 a.m. and 4:00 p.m., Monday through Friday, except legal holidays. Any electronic cases can be viewed 24 hours a day through the CM/ECF system while using a PACER (Public Access to Court Electronic Records) login and password.
2. For access to PACER, please call the National PACER Billing Center at 1-800-676-6856, or visit the website at <http://pacer.uscourts.gov>. (Attachment K)
3. The paper files in the Clerk's Office may not be removed from this area. Anyone wishing to view a file will be required to complete a charge-out card which provides accountability for the charged-out file.

### **B. OBTAINING COPIES OF PLEADINGS**

1. Any pleadings found in the public file may be copied. Someone on the Files and Copy Room staff will do the copying when the request is for less than 20 pages in length. The fee is \$.50 per page for paper documents, \$.10 per page for electronic documents.
2. If a copying request exceeds the 20-page limit, an order must be placed with the Files and Copy Room staff. These orders are filled by a commercial vendor at a fee of \$.20 per page.
3. Certification of copies will be provided by Clerk's Office staff. The certification fee is \$9.00 per document certified.

## **IX. OBTAINING INFORMATION FROM THE CLERK'S OFFICE**

### **A. BY TELEPHONE**

1. Because of the tremendous number of requests for case information, coupled with reduced staffing, we no longer provide specific case information to callers from Washington, D.C., or the immediate surrounding areas. We invite callers to come to the Clerk's Office to conduct a search and encourage them to use PACER as described in Section VIII.A.
2. Requests for case information from out-of-town callers are limited to the three most recent entries.

### **B. BY LETTER OR FAX**

1. Correspondence to the Clerk's Office is answered within five business days, dependent upon the complexity of the request.
2. There is a \$26.00 fee for each name search requested.

### **C. IN PERSON**

1. The Clerk's Office is open to the public from 9:00 a.m. to 4:00 p.m., Monday through Friday, except legal holidays. All public paper records are available for inspection during those hours.
2. Case information and docket sheets, whether filed in paper or electronically, can be accessed and printed via the public terminals located in Room 1225. The copy fee is \$.50 per page for paper documents, and \$.10 per page for electronic documents. In addition, old party or case information can be found on microfiche. There is a microfiche printer for those items to be copied. The copy fee for microfiche documents is \$.50 per page. Archived or closed cases can be accessed via public terminals.
3. If anyone is interested in copying a docket sheet from the public terminal and that case has more than 50 pleadings listed on its docket, please advise the Files and Copy Room staff *before* printing. Docket sheets of 50 or more pleadings must be printed overnight because it significantly slows down the system for other users.

## **PART II: GENERAL COURT INFORMATION**

### **I. GENERAL PROCEDURES AND PRACTICES**

#### **A. SCHEDULING AND CONTINUANCES OF IN-COURT MATTERS**

- 1.. When possible, become familiar with an individual judge's procedures for requesting a continuance of a scheduled matter. If the procedures of a particular judge cannot be determined, please call the courtroom deputy assigned to that judge. The courtroom deputy will be knowledgeable of the judge's practices.
2. If in doubt regarding how to move for a continuance, file a motion. Depending on a judge's practice, some courtroom deputies can continue scheduled matters without a motion and some cannot. Keep in mind that judges may handle various procedures differently.
3. Whenever a matter is scheduled by the Court, please make every attempt to adhere to the set schedule.

#### **B. CONTACTING COURTROOM DEPUTIES**

1. Each judge has assigned to him or her a courtroom deputy to handle a myriad of duties, one of which is case management.
2. Because courtroom deputies are in court regularly, it may be difficult to reach them by phone. Please leave a clear and concise voice mail message and the courtroom deputy will return the call. There are many things that courtroom deputies cannot do at the last moment, so plan ahead and contact them early if there is a problem.

#### **C. INDIVIDUAL CALENDAR SYSTEM**

1. When a case is filed, it is randomly assigned to a judge. Once the assignment has been made, the case remains with the assigned judge until there has been a resolution to the matter. In the event the assigned judge is unavailable to hear the case, or even a particular portion thereof, a request may be made for the case to be heard by the Motions Judge.
2. There are no set days scheduled for motions hearings. All hearings, conferences, and trials are scheduled by the judge to whom the case is assigned. Matters referred to a magistrate judge are scheduled by the magistrate judge.
3. An application with the Court for a continuance of a hearing, conference, or trial should not be made until notice has been given to all parties.

**D. EXHIBITS**

1. Exhibits offered at trial must display in a prominent place the case number and judge's initials. Exhibit stickers may be obtained from any courtroom deputy.
2. Exhibit lists should be prepared prior to coming to Court.

**E. CONDUCT AND PRACTICES IN THE COURTROOM**

1. When arriving at Court, please be sure to check in with both the courtroom deputy and the court reporter. The courtroom deputy needs the information for the judge and the court reporter needs the information to ensure that the transcript is accurate.
2. Identify yourself at the podium. Most judges and court reporters prefer that you speak at the podium and into the microphone.
3. Be on time. If an attorney is going to be unexpectedly late for, or absent from, any scheduled appearance before any judge, the judge's courtroom deputy must be contacted. Please provide the nature and duration of the conflicting engagement. The Court may take appropriate disciplinary action when an attorney fails to conduct himself or herself in accordance with the requirements and obligations of this Court's Local Rules. [LCVR 85.15]
4. Attorneys are expected to have a calendar with them at all times when in Court.



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# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

## ELECTRONIC CASE FILES Attorney/Participant Registration Form

### LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system and to subscribe to the ECF EMail (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files system. Listserver subscribers receive email messages whenever the Court wishes to electronically notify ECF registrants of pertinent ECF information.

The following information is required for registration:

First Name/Middle Initial/Last Name

Last four digits of Social Security Number

DC Bar ID#:

Firm Name

Firm Address

Voice Phone Number

FAX Phone Number

Internet E-Mail Address

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the *U.S. District Court for the District of Columbia*. It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF Internet, [www.dcd.uscourts.gov](http://www.dcd.uscourts.gov), website to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court.



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

## APPLICATION FOR ADMISSION

Attached is a petition for admission to practice before the bar of this Court. For you to be eligible for admission, the Court requires that you be an active member in good standing of the District of Columbia Bar, or an active member in good standing of the highest court of any state in which you maintain your principal law office and are a member in good standing of a United States District Court that provides for reciprocal admission to members of the bar of this Court.

### Sponsor's Affidavit

The Sponsor's affidavit and motion form is to be completed by an attorney who is a member in good standing of the bar of this Court and who has known you for at least one year. This affidavit may not be waived.

### Fees

Please return the completed petition, affidavit and motion (printed or typewritten) to this office along with a check or money order in the amount of **\$175.00** (effective 06/01/04) made payable to "Clerk, U.S. District Court." Of this amount, \$25.00 is deposited to the credit of a fund used to pay the expenses of the Clerk's Trustee Account, \$130.00 is for statutory fees for administering the oath and issuing the certificate of admission, and \$20.00 is deposited into the fund for Judicial Services established under 28 U.S.C. § 1931.

### Certificate of Good Standing

You may request, in writing, a certificate of good standing for a fee of \$15.00. You will receive the certificate on your ceremony date. For application purposes, a good standing certificate is not required.

### Renewal

In October 1989, the United States District Court for the District of Columbia, amended and adopted a number of Local Rules dealing with the admission and practice of attorneys. Local Rule 83.9 requires that each member of the bar of this Court renew his or her membership every three years by filing with the Clerk of the Court, on or about July 1st of every third year, a renewal certificate and by paying a renewal fee in the amount of \$25.00.

Notification of the renewal requirement and the renewal certificate are mailed to the last known address of all attorneys prior to the renewal date. Attorneys who do not renew will not be able to practice or file pleadings in the District Court.

**Ceremony**

Admission ceremonies are held on the first Monday of each month (except when Monday is a holiday, then the ceremony is held the following Monday). You will be scheduled for the first ceremony after the petition is timely received. Timely receipt means, receiving the petition in this office on or before the closing date indicated for each ceremony date. Please arrive no later than 9:15 A.M., as entry into the courtroom is prohibited after 9:25 A.M. Enclosed you will find a list of the closing and ceremony dates for the next several months. Please retain this page for your records. The courtroom designated for the ceremony is Ceremonial Courtroom 20 on the sixth floor in the courthouse. Your sponsor is welcome, but is not required to attend the ceremony. A reception in the Judges' Dining Room given by the Federal Bar Association, D.C. Chapter and the United States District Court will immediately follow the ceremony. **Please note that you will receive no further notice of the ceremony.**

If you find after your application has been submitted that you will be unable to be present for the ceremony you had intended to attend, please notify this office before the ceremony so that you may be rescheduled for the following month. You will be given a limit of two chances to reschedule an admission ceremony, after which your petition and admission fees will be forfeited. If you fail to attend the ceremony without notifying us in advance, you will be penalized, and your petition will be delayed for three months. If you fail to appear at two admission ceremonies even though we have notified you of the scheduled dates for these ceremonies, you will forfeit your admission fees accompanied by your petition. Petitions will be kept on file for six months.

If you plan to ride Metrorail, the nearest station is Judiciary Square, use the 4th Street exit. Please keep this letter until after you have been admitted, since it contains all the information you will need. Please mail or send the completed petition with the check or money order to:

**ATTORNEY ADMISSIONS, ROOM 1225  
UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA  
3RD AND CONSTITUTION AVENUE, N.W.  
ROOM 1225  
WASHINGTON, D.C. 20001  
(202) 354-3110**

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

*IN THE MATTER OF THE APPLICATION OF*

---

*(Print your name as you wish for it to appear in the records of the court.)*

FOR ADMISSION TO PRACTICE

PETITION

I, \_\_\_\_\_, hereby petition the United States District Court for the District of Columbia to admit me to practice before the aforementioned Court, and in support of my petition I state as follows:

I have been admitted to practice before the DISTRICT OF COLUMBIA BAR or the following district court that offers reciprocal admission (please indicate the name of federal court and date of admission) on \_\_\_\_\_ and I am currently a member in good standing.

My legal training and experience are as follows: \_\_\_\_\_

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All occasions, if any, on which I have been held in contempt of Court are set forth as follows: (If none, so state.) (State the nature of the contempt and the final disposition thereof. Attach additional sheets if necessary.) \_\_\_\_\_

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All occasions, if any, on which I have been convicted of a crime, censured, suspended, disciplined or disbarred by any Court are set forth as follows: (If none, so state.) (State the facts and circumstances connected therewith. Attach additional sheets if necessary.) \_\_\_\_\_

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The Local Rules of this Court place certain requirements on counsel for admission to the Bar of this Court and also to practice. Please indicate, by checking on the reverse side, which of the requirements apply. In addition to requirement #1, either requirement #2 or #3 must be checked before the petition will be accepted. If you wish to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits at least one of the listed requirements on the bottom portion of the certificate must be checked.

## ADMISSION TO PRACTICE CERTIFICATE

In compliance with Local Rule 83.8(b)(6) the undersigned applicant hereby certifies that:

**(MANDATORY)**

- #1 \_\_\_\_\_ I have read and am familiar with the provisions of the Judicial Code (Title 28 United States Code) which pertain to the jurisdiction of and practice in the U.S. District Courts, the Rules of the United States District Court for the District of Columbia, and the Rules of Professional Conduct as adopted by the District of Columbia Court of Appeals [Local Rule 83.8(b)(6)(i),(iii)and(iv)]; D.C. Bar Voluntary Standards for Civility in Professional Conduct, adopted by the Bar on June 18, 1996 (attached as Appendix D) [Local Rule 83.8(b)(6)(v)]; and
- #2 \_\_\_\_\_ I am familiar with the Federal Rules of Civil Procedure [Local Rule 83.8(b)(6)(ii)];  
and/or
- #3 \_\_\_\_\_ I am familiar with the Federal Rules of Criminal Procedure [Local Rule 83.8(b)(6)(ii)].

An attorney who wishes to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits further certifies that:

**(OPTIONAL)**

- #4 \_\_\_\_\_ I have previously acted as sole or lead counsel in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction in a contested jury or bench trial or other contested evidentiary hearing in which testimony was taken in open court and an order or other appealable judgment was entered. [Local Rule 83.2(b)(1)];OR
- #5 \_\_\_\_\_ I have participated in a junior capacity in an entire contested jury or bench trial in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction. [Local Rule 83.2(b)(2)];OR
- #6 \_\_\_\_\_ I have satisfactorily completed a continuing education trial advocacy course of at least 30 hours sponsored by the District of Columbia Bar or accredited by a State Bar. [Local Rule 83.2(b)(3)].

In consideration of Local Rules 83.10(a) and 83.11, the undersigned applicant certifies that:

**(OPTIONAL)**

- #7 \_\_\_\_\_ I have read Local Rule 83.10(a) and understand that members in good standing of the bar of this Court have an obligation to assist or represent the needy in civil matters before this Court whenever requested by the Court and if necessary, without compensation. I have read Local Rule 83.11 and understand that the Court has established a voluntary Civil Pro Bono Panel from which attorneys may be appointed by the Court to represent indigent pro se litigants. I have indicated below whether I would like to receive additional information regarding the Court's Civil Pro Bono Panel.

\_\_\_\_\_ Please Send      \_\_\_\_\_ Do Not Send

I understand that my petition will be heard on the date prescribed by Rule 83.8(d) of this Court and that no further notice of said hearing will be given. At the time of my admission, I will be prepared to take the oath prescribed by 83.8(e). I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PETITIONER'S SIGNATURE)

(PLEASE PRINT OR TYPE - EXCEPT FOR SIGNATURE)

PETITIONER'S NAME: \_\_\_\_\_

**SPONSOR'S AFFIDAVIT AND MOTION**

I, \_\_\_\_\_ was admitted to practice before the BAR OF THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA on \_\_\_\_\_, \_\_\_\_\_. My bar number is \_\_\_\_\_ and I am currently an active member in good standing of the Bar of the United States District Court for the District of Columbia. I have known the petitioner for at least one year, under the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_

My knowledge of said petitioner's moral character is as follows:

\_\_\_\_\_  
\_\_\_\_\_

My knowledge of said petitioner's experience is as follows:

\_\_\_\_\_  
\_\_\_\_\_

I am satisfied that the petitioner has the necessary qualifications to become a member of the bar of this Court, and I, therefore, move his/her admission.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF SPONSOR)

FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

OFFICE TELEPHONE \_\_\_\_\_

**(PETITIONER'S INFORMATION, PLEASE PRINT OR TYPE)**

(Please list your name as you wish it to appear on our records. If you use an initial in place of your middle name, please print the initial in the space designated "middle".)

**Name Last** \_\_\_\_\_ **First** \_\_\_\_\_

**Middle** \_\_\_\_\_ **Generation (Jr.,Sr.etc)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**D.C./Federal Bar Identification Number** \_\_\_\_\_

**(If Federal Bar, please state name of court):** \_\_\_\_\_

**Firm/Organization** \_\_\_\_\_

**Street** \_\_\_\_\_

**Suite** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Unit (within firm or agency)** \_\_\_\_\_

**ADMISSION DATE** \_\_\_\_\_

(Date will be filled in by Attorney Admissions Office)

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

## **CLOSING DATES**

**RECEIVE APPLICATION  
NO LATER THAN:**

November 21, 2005  
December 23, 2005  
January 23, 2006  
February 20, 2006  
March 20, 2006  
April 17, 2006  
May 22, 2006  
June 26, 2006  
July 24, 2006  
August 25, 2006  
September 18, 2006  
October 23, 2006  
November 20, 2006

**ADMISSION CEREMONY  
WILL BE HELD ON:**

December 5, 2005  
January 9, 2006  
February 6, 2006  
March 6, 2006  
April 3, 2006  
May 1, 2006  
June 5, 2006  
July 10, 2006  
August 7, 2006  
September 11, 2006  
October 2, 2006  
November 6, 2006  
December 4, 2006

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***NOTE:***

You will **NOT** receive notice confirming the receipt of your petition. Attorneys must report to the Ceremonial Courtroom, Courtroom 20, on the Sixth Floor by 9:00 a.m. If you have any questions, please call (202) 354-3110.

**OATH OF ADMISSION**

I DO SOLEMNLY SWEAR  
THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED  
STATES  
THAT I WILL RESPECT COURTS OF JUSTICE AND JUDICIAL  
OFFICERS  
THAT I WILL WELL AND FAITHFULLY DISCHARGE MY DUTIES  
AS AN ATTORNEY AND AS AN OFFICER OF THE COURT  
AND IN THE PERFORMANCE OF THOSE DUTIES  
I WILL CONDUCT MYSELF WITH DIGNITY  
AND ACCORDING TO BOTH THE LAW AND THE RECOGNIZED  
STANDARDS  
OF ETHICS OF OUR PROFESSION.

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# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

## ELECTRONIC CASE FILES Attorney/Participant Registration Form

### LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system and to subscribe to the ECF EMail (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files system. Listserver subscribers receive email messages whenever the Court wishes to electronically notify ECF registrants of pertinent ECF information.

The following information is required for registration:

First Name/Middle Initial/Last Name \_\_\_\_\_

Last four digits of Social Security Number \_\_\_\_\_

DC Bar ID#: \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

Voice Phone Number \_\_\_\_\_

FAX Phone Number \_\_\_\_\_

Internet E-Mail Address \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the *U.S. District Court for the District of Columbia*. It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF Internet, [www.dcd.uscourts.gov](http://www.dcd.uscourts.gov), website to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court.

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If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from the electronic filing system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Upon receipt of your login and password, you are strongly encouraged to change your password, which may be done through the Utilities function, to a name easily recalled. **You may be subjected to a fee, should the Clerk's Office have to create a new password for you, or alternatively, you may be required to appear in person to receive your new password.**
5. Attorneys who are active members of the bar of this Court, or government attorneys who are employed or retained by the United States, or who have been permitted to proceed *pro hac vice*, must file pleadings electronically.

Please return this form to:

U.S. District Court for the District of Columbia  
Attn: Attorney Admissions  
333 Constitution Avenue NW, Room 1225  
Washington, DC 20001

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Applicant's Signature

---

Full Last Name

Initial of  
First Name

Last 4 Digits SS#

# ATTORNEY ADDRESS CORRECTION REQUEST

**UNIT REPRESENTATIVE:**

G Add Attorney and address to system

**SYSTEMS OFFICE:**

G Firm moved to new address      G Verified

G Address correction/modification

G Person Name change/correction

G Firm Name change/correction

G Create Flag:    G Pro Bono      G Pro Hac Vice

G Other: \_\_\_\_\_

**ATTORNEY (PRO SE) FIX SPECIALIST:**

G Pro Se moved to new address

G Attorney moved to new address

G Attorney has multiple addresses

**ATTORNEY ADMISSION OFFICE:**

G Create flag:

G Government      G Gvt Not Certified      G RTC Attorney

G Attorney listed with Aprovisional@ flag

G Attorney listed with Aincomplete@ flag

Case No.: \_\_\_\_\_ G Attorney      G Pro Se

Bar ID No.: \_\_\_\_\_ Prisoner ID No.: \_\_\_\_\_

Name: \_\_\_\_\_

**OLD ADDRESS:**

Office: \_\_\_\_\_

Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**NEW ADDRESS:**

Office: \_\_\_\_\_

Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ Deputy Clerk: \_\_\_\_\_

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

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<b>JOHN DOE</b>	)	
	)	
	)	
Plaintiff(s),	)	
	)	
v.	)	Civil Case No. <b>04-1058 (RBW/JMF)</b>
	)	
<b>ABC COMPANY</b>	)	
	)	
Defendant(s).	)	

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**MOTION**

# CIVIL COVER SHEET

JS-44  
(Rev.1/05 DC)

<b>I (a) PLAINTIFFS</b>  <b>(b) COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF _____</b> (EXCEPT IN U.S. PLAINTIFF CASES)	<b>DEFENDANTS</b>  COUNTY OF RESIDENCE OF FIRST LISTED DEFENDANT _____ (IN U.S. PLAINTIFF CASES ONLY) NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE TRACT OF LAND INVOLVED
<b>(c) ATTORNEYS (FIRM NAME, ADDRESS, AND TELEPHONE NUMBER)</b>	ATTORNEYS (IF KNOWN)

<b>II. BASIS OF JURISDICTION</b> (PLACE AN x IN ONE BOX ONLY)	<b>III CITIZENSHIP OF PRINCIPAL PARTIES</b> (PLACE AN x IN ONE BOX FOR PLAINTIFF AND ONE BOX FOR DEFENDANT) <b>FOR DIVERSITY CASES ONLY!</b>																								
<input type="checkbox"/> 1 U.S. Government Plaintiff  <input type="checkbox"/> 2 U.S. Government Defendant	<input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)  <input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in item III)																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"></td> <td style="text-align: center;"><b>PTF</b></td> <td style="text-align: center;"><b>DFT</b></td> <td style="width: 25%;"></td> <td style="text-align: center;"><b>PTF</b></td> <td style="text-align: center;"><b>DFT</b></td> </tr> <tr> <td>Citizen of this State</td> <td style="text-align: center;"><input type="checkbox"/> 1</td> <td style="text-align: center;"><input type="checkbox"/> 1</td> <td>Incorporated or Principal Place of Business in This State</td> <td style="text-align: center;"><input type="checkbox"/> 4</td> <td style="text-align: center;"><input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td style="text-align: center;"><input type="checkbox"/> 2</td> <td style="text-align: center;"><input type="checkbox"/> 2</td> <td>Incorporated and Principal Place of Business in Another State</td> <td style="text-align: center;"><input type="checkbox"/> 5</td> <td style="text-align: center;"><input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td style="text-align: center;"><input type="checkbox"/> 3</td> <td style="text-align: center;"><input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td style="text-align: center;"><input type="checkbox"/> 6</td> <td style="text-align: center;"><input type="checkbox"/> 6</td> </tr> </table>		<b>PTF</b>	<b>DFT</b>		<b>PTF</b>	<b>DFT</b>	Citizen of this State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business in This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business in Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6	
	<b>PTF</b>	<b>DFT</b>		<b>PTF</b>	<b>DFT</b>																				
Citizen of this State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business in This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business in Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6																				

## IV. CASE ASSIGNMENT AND NATURE OF SUIT

(Place a X in one category, A-N, that best represents your cause of action and one in a corresponding Nature of Suit)

<input type="checkbox"/> <b>A. Antitrust</b>  <input type="checkbox"/> 410 Antitrust	<input type="checkbox"/> <b>B. Personal Injury/ Malpractice</b>  <input type="checkbox"/> 310 Airplane <input type="checkbox"/> 315 Airplane Product Liability <input type="checkbox"/> 320 Assault, Libel & Slander <input type="checkbox"/> 330 Federal Employers Liability <input type="checkbox"/> 340 Marine <input type="checkbox"/> 345 Marine Product Liability <input type="checkbox"/> 350 Motor Vehicle <input type="checkbox"/> 355 Motor Vehicle Product Liability <input type="checkbox"/> 360 Other Personal Injury <input type="checkbox"/> 362 Medical Malpractice <input type="checkbox"/> 365 Product Liability <input type="checkbox"/> 368 Asbestos Product Liability	<input type="checkbox"/> <b>C. Administrative Agency Review</b>  <input type="checkbox"/> 151 Medicare Act  <u>Social Security:</u> <input type="checkbox"/> 861 HIA ((1395ff) <input type="checkbox"/> 862 Black Lung (923) <input type="checkbox"/> 863 DIWC/DIWW (405(g) <input type="checkbox"/> 864 SSID Title XVI <input type="checkbox"/> 865 RSI (405(g)  <u>Other Statutes</u> <input type="checkbox"/> 891 Agricultural Acts <input type="checkbox"/> 892 Economic Stabilization Act <input type="checkbox"/> 893 Environmental Matters <input type="checkbox"/> 894 Energy Allocation Act <input type="checkbox"/> 890 Other Statutory Actions (If Administrative Agency is Involved)	<input type="checkbox"/> <b>D. Temporary Restraining Order/Preliminary Injunction</b>  Any nature of suit from any category may be selected for this category of case assignment.  *(If Antitrust, then A governs)*
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**E. General Civil (Other) OR**  **F. Pro Se General Civil**

<u>Real Property</u> <input type="checkbox"/> 210 Land Condemnation <input type="checkbox"/> 220 Foreclosure <input type="checkbox"/> 230 Rent, Lease & Ejectment <input type="checkbox"/> 240 Torts to Land <input type="checkbox"/> 245 Tort Product Liability <input type="checkbox"/> 290 All Other Real Property  <u>Personal Property</u> <input type="checkbox"/> 370 Other Fraud <input type="checkbox"/> 371 Truth in Lending <input type="checkbox"/> 380 Other Personal Property Damage <input type="checkbox"/> 385 Property Damage Product Liability	<u>Bankruptcy</u> <input type="checkbox"/> 422 Appeal 28 USC 158 <input type="checkbox"/> 423 Withdrawal 28 USC 157  <u>Prisoner Petitions</u> <input type="checkbox"/> 535 Death Penalty <input type="checkbox"/> 540 Mandamus & Other <input type="checkbox"/> 550 Civil Rights <input type="checkbox"/> 555 Prison Condition  <u>Property Rights</u> <input type="checkbox"/> 820 Copyrights <input type="checkbox"/> 830 Patent <input type="checkbox"/> 840 Trademark  <u>Federal Tax Suits</u> <input type="checkbox"/> 870 Taxes (US plaintiff or defendant <input type="checkbox"/> 871 IRS-Third Party 26 USC 7609	<u>Forfeiture/Penalty</u> <input type="checkbox"/> 610 Agriculture <input type="checkbox"/> 620 Other Food & Drug <input type="checkbox"/> 625 Drug Related Seizure of Property 21 USC 881 <input type="checkbox"/> 630 Liquor Laws <input type="checkbox"/> 640 RR & Truck <input type="checkbox"/> 650 Airline Regs <input type="checkbox"/> 660 Occupational Safety/Health <input type="checkbox"/> 690 Other  <u>Other Statutes</u> <input type="checkbox"/> 400 State Reapportionment <input type="checkbox"/> 430 Banks & Banking <input type="checkbox"/> 450 Commerce/ICC Rates/etc. <input type="checkbox"/> 460 Deportation	<input type="checkbox"/> 470 Racketeer Influenced & Corrupt Organizations <input type="checkbox"/> 480 Consumer Credit <input type="checkbox"/> 490 Cable/Satellite TV <input type="checkbox"/> 810 Selective Service <input type="checkbox"/> 850 Securities/Commodities/Exchange <input type="checkbox"/> 875 Customer Challenge 12 USC 3410 <input type="checkbox"/> 900 Appeal of fee determination under equal access to Justice <input type="checkbox"/> 950 Constitutionality of State Statutes <input type="checkbox"/> 890 Other Statutory Actions (if not administrative agency review or Privacy Act)
---	--	---	--

<input type="checkbox"/> <b>G. Habeas Corpus/ 2255</b> <input type="checkbox"/> 530 Habeas Corpus-General <input type="checkbox"/> 510 Motion/Vacate Sentence	<input type="checkbox"/> <b>H. Employment Discrimination</b> <input type="checkbox"/> 442 Civil Rights-Employment (criteria: race, gender/sex, national origin, discrimination, disability age, religion, retaliation)  *(If pro se, select this deck)*	<input type="checkbox"/> <b>I. FOIA/PRIVACY ACT</b> <input type="checkbox"/> 895 Freedom of Information Act <input type="checkbox"/> 890 Other Statutory Actions (if Privacy Act)  *(If pro se, select this deck)*	<input type="checkbox"/> <b>J. Student Loan</b> <input type="checkbox"/> 152 Recovery of Defaulted Student Loans (excluding veterans)
<input type="checkbox"/> <b>K. Labor/ERISA (non-employment)</b> <input type="checkbox"/> 710 Fair Labor Standards Act <input type="checkbox"/> 720 Labor/Mgmt. Relations <input type="checkbox"/> 730 Labor/Mgmt. Reporting & Disclosure Act <input type="checkbox"/> 740 Labor Railway Act <input type="checkbox"/> 790 Other Labor Litigation <input type="checkbox"/> 791 Empl. Ret. Inc. Security Act	<input type="checkbox"/> <b>L. Other Civil Rights (non-employment)</b> <input type="checkbox"/> 441 Voting (if not Voting Rights Act) <input type="checkbox"/> 443 Housing/Accommodations <input type="checkbox"/> 444 Welfare <input type="checkbox"/> 440 Other Civil Rights <input type="checkbox"/> 445 American w/Disabilities-Employment <input type="checkbox"/> 446 Americans w/Disabilities-Other	<input type="checkbox"/> <b>M. Contract</b> <input type="checkbox"/> 110 Insurance <input type="checkbox"/> 120 Marine <input type="checkbox"/> 130 Miller Act <input type="checkbox"/> 140 Negotiable Instrument <input type="checkbox"/> 150 Recovery of Overpayment & Enforcement of Judgment <input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits <input type="checkbox"/> 160 Stockholder's Suits <input type="checkbox"/> 190 Other Contracts <input type="checkbox"/> 195 Contract Product Liability <input type="checkbox"/> 196 Franchise	<input type="checkbox"/> <b>N. Three-Judge Court</b> <input type="checkbox"/> 441 Civil Rights-Voting (if Voting Rights Act)

**V. ORIGIN**

- 1 Original Proceeding    
 2 Removed from State Court    
 3 Remanded from Appellate Court    
 4 Reinstated or Reopened    
 5 Transferred from another district (specify)    
 Multi district Litigation    
 7 Appeal to District Judge from Mag. Judge

**VI. CAUSE OF ACTION (CITE THE U.S. CIVIL STATUTE UNDER WHICH YOU ARE FILING AND WRITE A BRIEF STATEMENT OF CAUSE.)**

**VII. REQUESTED IN COMPLAINT**    
CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23     
**DEMAND \$**    
Check YES only if demanded in complaint **JURY DEMAND:**  YES  NO

**VIII. RELATED CASE(S) IF ANY**    
(See instruction)    
 YES    
 NO    
If yes, please complete related case form.

DATE    
SIGNATURE OF ATTORNEY OF RECORD

**INSTRUCTIONS FOR COMPLETING CIVIL COVER SHEET JS-44**  
Authority for Civil Cover Sheet

The JS-44 civil cover sheet and the information contained herein neither replaces nor supplements the filings and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. Consequently a civil cover sheet is submitted to the Clerk of Court for each civil complaint filed. Listed below are tips for completing the civil cover sheet. These tips coincide with the Roman Numerals on the Cover Sheet.

- I. COUNTY OF RESIDENCE OF FIRST LISTED PLAINTIFF/DEFENDANT (b) County of residence: Use 11001 to indicate plaintiff is resident of Washington, D.C.; 88888 if plaintiff is resident of the United States but not of Washington, D.C., and 99999 if plaintiff is outside the United States.
- III. CITIZENSHIP OF PRINCIPAL PARTIES: This section is completed only if diversity of citizenship was selected as the Basis of Jurisdiction under Section II.
- IV. CASE ASSIGNMENT AND NATURE OF SUIT: The assignment of a judge to your case will depend on the category you select that best represents the primary cause of action found in your complaint. You may select only one category. You must also select one corresponding nature of suit found under the category of case.
- VI. CAUSE OF ACTION: Cite the US Civil Statute under which you are filing and write a brief statement of the primary cause.
- VIII. RELATED CASES, IF ANY: If you indicated that there is a related case, you must complete a related case form, which may be obtained from the Clerk's Office.

Because of the need for accurate and complete information, you should ensure the accuracy of the information provided prior to signing the form.

UNITED STATES DISTRICT COURT  
District of Columbia

SUMMONS IN A CIVIL CASE

V.

CASE NUMBER:

TO: (Name and address of Defendant)

**YOU ARE HEREBY SUMMONED** and required to serve on PLAINTIFF'S ATTORNEY (name and address)

an answer to the complaint which is served on you with this summons, within \_\_\_\_\_ days after service of this summons on you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. Any answer that you serve on the parties to this action must be filed with the Clerk of this Court within a reasonable period of time after service.

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(By) DEPUTY CLERK



NOTICE OF DESIGNATION OF RELATED CIVIL CASES PENDING  
IN THIS OR ANY OTHER UNITED STATES COURT

Civil Action No. \_\_\_\_\_  
(To be supplied by the Clerk)

NOTICE TO PARTIES:

Pursuant to Rule 405(b)(2), you are required to prepare and submit this form at the time of filing any civil action which is related to any pending cases or which involves the same parties and relates to the same subject matter of any dismissed related cases. This form must be prepared in sufficient quantity to provide one copy for the Clerk-s records, one copy for the Judge to whom the cases is assigned and one copy for each defendant, so that you must prepare 3 copies for a one defendant case, 4 copies for a two defendant case, etc.

NOTICE TO DEFENDANT:

Rule 405(b)(2) of this Court requires that you serve upon the plaintiff and file with your first responsive pleading or motion any objection you have to the related case designation.

NOTICE TO ALL COUNSEL

Rule 405(b)(3) of this Court requires that as soon as an attorney for a party becomes aware of the existence of a related case or cases, such attorney shall immediately notify, in writing, the Judges on whose calendars the cases appear and shall serve such notice on counsel for all other parties.

\_\_\_\_\_

The plaintiff, defendant or counsel must complete the following:

I. RELATIONSHIP OF NEW CASE TO PENDING RELATED CASE(S).

A new case is deemed related to a case pending in this or another U.S. Court if the new case: [Check appropriate box(es) below.]

- (a) relates to common property
- (b) involves common issues of fact
- (c) grows out of the same event or transaction
- (d) involves the validity or infringement of the same patent
- (e) is filed by the same pro se litigant

2. RELATIONSHIP OF NEW CASE TO DISMISSED RELATED CASE(ES)

A new case is deemed related to a case dismissed, with or without prejudice, in this or any other U.S. Court, if the new case involves the same parties and same subject matter.

Check box if new case is related to a dismissed case:

3. NAME THE UNITED STATES COURT IN WHICH THE RELATED CASE IS FILED (IF OTHER THAN THIS COURT):

\_\_\_\_\_

4. CAPTION AND CASE NUMBER OF RELATED CASE(E-S). IF MORE ROOM IS NEED PLEASE USE OTHER SIDE.

\_\_\_\_\_ v. \_\_\_\_\_ C.A. No. \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Plaintiff /Defendant (or counsel)

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

_____	)	
Plaintiff(s)	)	
	)	
v.	)	Civil Action No. _____
	)	
_____	)	
Defendant(s)	)	

**CONSENT TO PROCEED BEFORE  
A UNITED STATES MAGISTRATE JUDGE FOR ALL PURPOSES**

In accordance with the provisions of 28 U.S.C. ' 636(c)(3), the parties to the above-captioned civil matter by and with the advice of their counsel hereby voluntarily waive their rights to proceed before a District Judge of the United States District Court and consent to have a United States Magistrate Judge conduct any and all further proceedings in the case, including trial.

_____	_____
Attorney for the Plaintiff(s)	Date

_____	_____
Attorney for the Defendant(s)	Date

NOTICE: The foregoing Consent by Counsel shall be accepted upon the understanding that all counsel have secured the consent of their respective clients to the Consent and Referral to a United States Magistrate Judge for all purposes.

**ORDER OF REFERENCE**

IT IS HEREBY ORDERED that the above-captioned matter be referred to a United States Magistrate Judge for all further proceedings and the entry of judgment in accordance with 28 U.S.C.' 636(c)(3) and the foregoing consent of the parties.

_____	_____
United States District Judge	Date

NOTE: RETURN THIS FORM TO THE CLERK OF THE COURT ONLY IF ALL PARTIES HAVE CONSENTED TO PROCEED BEFORE A UNITED STATES MAGISTRATE JUDGE.

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

Plaintiff(s)

v.

Civil Action No.

Defendant(s)

**CERTIFICATION OF JUDGMENT  
FOR REGISTRATION IN ANOTHER DISTRICT**

I, NANCY MAYER-WHITTINGTON, Clerk of this United States District Court certify that the attached judgment is a true and correct copy of the original judgment entered in this action on \_\_\_\_\_, as it appears in the records of this court, and that:

No notice of appeal from this judgment has been filed, and no motion of any kind listed in Rule 4(a) of the Federal Rules of Appellate Procedure has been filed.

No notice of appeal from this judgment has been filed, and any motions of the kinds listed in Rule 4(a) of the Federal Rules of Appellate Procedure have been disposed of, the latest order disposing of such a motion having been entered on \_\_\_\_\_

An appeal was taken from this judgment and the judgment was affirmed by mandate of the Court of Appeals issued on \_\_\_\_\_

An appeal was taken from this judgment and the appeal was dismissed by order entered on \_\_\_\_\_

IN TESTIMONY WHEREOF, I sign my name and affix the seal of this Court on \_\_\_\_\_

NANCY MAYER-WHITTINGTON, Clerk

By: \_\_\_\_\_  
Deputy Clerk

**PACER Service Center Services Available to the Courts and the Public**

- External users of CM/ECF, e-filing attorneys or query-only PACER customers, must have a PACER login. The easiest way to obtain a PACER login is to register at the PACER Service Center's website at <http://pacer.uscourts.gov>. Customers need to complete an online form to obtain the login and password. **Customers can gain access to PACER within the hour by registering on-line using a credit card.** For those who choose not to provide a credit card, the registration process will take several days, because the login and password are sent via U.S. mail. Customers can also provide the PACER Service Center with a credit card to automatically charge their outstanding fees each quarter.
- The PACER Service Center offers online password retrieval for those customers who lose or misplace their PACER password. However, customers must provide the PACER Service Center with certain security information prior to losing a password through the "Account Information" section of the above web site.
- Billing logs are available to customers via the Internet website. The PACER Service Center collects billing logs from each CM/ECF site on a monthly basis. Shortly after collection, the billing logs are loaded on the PACER Service Center web site where customers can view them. The PACER Service Center web site has the ability to sort the logs in number of ways to allow the customers to easily track charges. The PACER Service Center sends quarterly invoices to all customers with outstanding charges over \$10.
- The PACER Service Center Internet site is an excellent source for information. **An entire section of the site (<http://pacer.uscourts.gov/cmecf/>) is focused on CM/ECF.** There are links to all CM/ECF court sites, CM/ECF training modules, and documents that provide general information about the CM/ECF project and its implementation status.
- The PACER Service Center generates and provides to bankruptcy courts a Duplicate SSN/TIN Report. Report output includes the duplicate SSN/TINs, the case number associated with the SSN, the debtor name, the court code for the case, the date it was filed and the chapter. The first line of data for each set of matching SSN/TINs contains the information for the court that is being processed. The subsequent lines for the matching SSN/TINs provides information for matches found in other courts. The PACER Service Center also provides a report that identifies duplicate SSNs for cases that have recently converted to a different chapter.
- The PACER Service Center maintains a J-Net site, which is available at <http://pspsc.psc.go.dcn/epa/>. This site provides courts with a wealth of information about the Electronic Public Access program.
- The PACER Service Center manages the U.S. Party/Case Index – a national locator system for cases filed in federal courts.
- Usage reports are available under the "PACER-Net Program" button. The reports provide information to courts on who is using the PACER systems and how much they are using it.
- A new feature on the J-Net site helps courts review their exempt usage reports. The report shows the *specific transactions for any exempt user*. Click the "View Exempt Transaction Details" button to use this new option.
- A court may request a toll-free line (which is funded by EPA fee revenue) for its local CM/ECF help desk. The form is accessible under the "Telecommunications Program" button from the main EPA J-Net page, and then under the "Request for Inward Station Access (toll free)" button.