

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**

INFORMATION FOR PARTIES WHO WISH TO FILE A CIVIL COMPLAINT

The following instructions have been compiled to assist a party wishing to file a complaint in this Court. Although we have attempted to simplify procedures, we cannot provide legal advice, pursuant to our Local Rules. It is not anticipated that these instructions will satisfy all of your needs. The Local Rules are available in the Clerk's Office at no charge, and the Federal Rules of Civil Procedure are available at any public library or on our website at: www.dcd.uscourts.gov/rules-forms.html.

FILING FEE: The required filing fee for a new case is \$350.00. Your check or money order should be made payable to "Clerk, U.S. District Court." You are responsible for service of the summons and complaint.

CIVIL COVER SHEET: Our Civil Cover Sheet, Form JS-44, **must** be completed and submitted with your complaint.

COMPLAINT: The name of this Court must be written at the top of the first page. The complete name and address for each plaintiff must be included in the caption of the complaint. A Post Office Box is insufficient as an address, unless you file a separate motion asking the Court to permit such an address. All defendants **must** be named in the caption. The use of et al. is **not** permitted as the rules require you to name each defendant. The word **COMPLAINT** must appear under the caption. Clearly set out your grievance in the body of the complaint, name those against whom you have a grievance, and what you would like the Court to do to correct the situation. If you are requesting a jury trial, the jury demand must be stated in your complaint. The complaint **must** be double-spaced, on white, letter size (8 1/2 x 11 inch) paper, and two-hole punched at the top. Write only on the front of each page. You **must** originally sign your complaint in ink. The complaint must be filed in duplicate. (Sample format attached).

SUMMONS: Your summons must comply with Federal Rule 4(a) and 4(b) before it will be signed by a Deputy Clerk. A summons must be prepared for each defendant listed in your complaint prior to filing. If a U.S. Government agent or agency is a named defendant, you must prepare two additional summons; one for the U.S. Attorney General, and one for the U.S. Attorney for the District of Columbia. The U.S. Attorney General is located at: 950 Pennsylvania Avenue, NW, Washington, DC 20530. Service of process may be effected by hand delivery to the U.S. Attorney on the Fourth Floor of 501 Third Street, NW, Washington, DC 20001. Service by mail may be effected by sending process by registered or certified mail addressed to: Civil Process Clerk, United States Attorney's Office, 555 Fourth Street, NW, Washington, DC 20530. You must serve the originally signed and sealed summons, a copy of the complaint, and any other motion(s) and/or 7.1 Corporate Disclosure Statements presented at the time of filing on each named defendant in your complaint.

EXECUTED RETURN OF SERVICE: Litigants must file an executed return of service with the Court for each summons issued. (Sample attached).

EEOC COMPLAINT: If you have been issued a Right to Sue Letter, you should attach it to each complaint.

CLERK'S OFFICE MAILING ADDRESS: U.S. District Court Clerk's Office, 333 Constitution Avenue, NW, Room 1225, Washington, DC 20001.

ANGELA D. CAESAR, CLERK

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA**

DO NOT WRITE ON SAMPLE FORM

YOUR NAME
YOUR ADDRESS
CITY, STATE & ZIP CODE
YOUR TELEPHONE NO.

VS.

CIVIL ACTION NO. (To be filled in by Clerk)

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

COMPLAINT

DO NOT WRITE ON SAMPLE FORM

SET FORTH THE FACTS OF YOUR CASE.

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 OF MONEY, STATE THIS IN YOUR COMPLAINT.

ORIGINAL SIGNATURE (IN PEN)

YOUR NAME
YOUR ADDRESS
CITY, STATE & ZIP CODE

UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA

DO NOT WRITE ON SAMPLE FORM

PLAINTIFF(S) NAME(S)

vs.

CIVIL ACTION NO. (JUDGE'S INITIALS)

DEFENDANT(S) NAME(S)
(et al. can be used on this form)

AFFIDAVIT OF SERVICE

DO NOT WRITE ON SAMPLE FORM

I, (name the person who actually mailed the summons/complaint), hereby declare that on the _____ day of _____, 20____, I mailed a copy of the summons and complaint, certified mail return receipt requested, to (name of defendant). Attached hereto is the certified green card acknowledging service.

STAPLE GREEN CARD HERE

**Make sure it bears the original signature of the person
who signed for the summons and complaint.**

ORIGINAL SIGNATURE

Typed or Written Name
Street Address
City, State & Zip Code
Telephone Number