

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

**INSTRUCTIONS TO PRISONER LITIGANTS REGARDING THE FILING
OF A CIVIL COMPLAINT AND REQUEST TO
PROCEED IN FORMA PAUPERIS**

Listed below you will find very important information relating to the preparation of a complaint for filing in this Court. Please read the instructions carefully. The filing fee for a civil action is \$150.00. Pursuant to the amendments to 28 U.S.C. § 1915, a prisoner must pay the full filing fee when bringing a civil action. If, however, insufficient funds exist in the prisoner's account, the court must assess a partial filing fee. Thereafter, the prisoner is required to make monthly payments of the preceding month's income. The agency having custody of the prisoner must forward payments from the prisoner's account to the clerk of court each time the amount in the account exceeds \$10.00 until the filing fees are paid. You may request permission from the court to proceed in forma pauperis following the assessment of the initial filing fee, by completing the enclosed affidavit to proceed in forma pauperis. .

- * 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. The word **COMPLAINT** must appear under the caption.
- * All parties to the suit **must** be named in the caption. The use of et al. is **not** permitted as the rules require you to name each defendant. Please provide the address of each named defendant. Your **name, address and prisoner identification number** must appear in 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, in ink, your complaint.
- * A Petition for Writ of Habeas Corpus or a complaint under 42 U.S.C. § 1983, submitted by anyone incarcerated in a District of Columbia facility, **must** be on Court approved forms.
- * You **must** file the originally signed complaint and application to proceed in forma pauperis. In addition, you are required to file a Consent to Collection of Fees from Trust Account Form,, Prisoner Trust Account Report Prisoner and a six month certified copy of your prison trust account statement.
- * Preparation of the summons will be the responsibility of the Clerk's Office. If you are granted your request to proceed in forma pauperis, your summons and complaints will be served by the U.S. Marshal.
- * Please return your complaint to: U.S. District Court, Room 1225, 333 Constitution Ave., NW, Washington, D.C. 20001.

NANCY MAYER-WHITTINGTON, CLERK