

## Pro Se Filing Checklist

### **New Civil Case Requirements:**

- ☐ All documents must contain an original signature (/s/ Name is not permitted)
- ☐ Initiating Pleading – [Complaint](#), Petition, or Notice of Removal
  - Must contain: Legible name, signature, address, and phone number. (See [Fed. R. Civ. P. 11\(a\)](#))
  - Full residential address (See [LCv.R 5.1\(c\)](#))
- ☐ Filing fee (check or money order payable to Clerk, U.S. District Court)
  - \$405.00 for Complaint, Petition for Writ of Mandamus, or Notice of Removal
  - \$5.00 for Petition for Writ of Habeas Corpus
- or
- ☐ [Application to Proceed without Prepaying Fees or Costs \(AO 240\)](#)
  - Must include original signature
- ☐ [Civil Cover Sheet](#)
  - DC (11/2020) version
  - Completed and signed (Select only one (1) Nature of Suit in section IV.)
- ☐ **Submit documents by mail OR email** – do not submit both ways

### **Each Document Filed with the Court Must Contain the Following:**

- ☐ Court header (i.e., U.S. District Court for the District of Columbia)
- ☐ Full case caption (i.e., Plaintiff v. Defendant(s))
- ☐ Case number and judge's initials (i.e., 25cv1000 TSC)
- ☐ Clear and precise title (i.e., Motion for Extension of Time)
- ☐ Original signature, address, and phone number of the filer

### **E-Noticing:**

- ☐ [Pro Se Consent to Receive Notices of Electronic Filing Form](#)
  - Completed and signed

### **Handbooks and Rules:**

- ☐ [Pro Se Non-Prisoner Handbook](#)
- ☐ [Pro Se Prisoner Handbook](#)
- ☐ [Local Rules of the U.S. District Court for the District of Columbia](#)
- ☐ [Federal Rules of Civil Procedure](#)

**Court Website:** [www.dcd.uscourts.gov](http://www.dcd.uscourts.gov)

**Court Email:** [dcd\\_intake@dcd.uscourts.gov](mailto:dcd_intake@dcd.uscourts.gov)

**Mailing Address:** U.S. District Court for the District of Columbia  
Clerk's Office  
333 Constitution Avenue, NW  
Washington, DC 20001