

## 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, full residential address, and phone number.** (See [Fed. R. Civ. P. 11\(a\)](#))
  - Full residential address required (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 Corpusor
- [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.)
- [Summons](#) (paid cases only)
  - Completed except for signature and date
  - One for each named defendant, plus U.S. Attorney General and U.S. Attorney (if U.S. Government defendant(s)); or, DC Attorney General and DC Mayor (if DC Government defendant(s))
- 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

**E-Filing:** A Motion for CM/ECF Password (or Motion to E-File) can only be filed in an existing case and is determined on a case-by-case basis by the assigned Judge (See [LCvR 5.4\(b\)](#))

### 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