INSTRUCTIONS FOR FILING A COMPLAINT

To bring a *pro se* action in the U.S. District Court for the Northern District of New York, you must file one original complaint and provide the Clerk with a copy of your complaint for each defendant named. **Please note that attorneys filing new actions must do so electronically, pursuant to General Order #22, Section 4.2. (Please refer to the court's website, www.nynd.uscourts.gov, for further directions)** All copies of the original complaint must be identical. You also should keep a copy for your own records.

There is a **$405.00 filing fee** required to maintain an action in federal court. If you are unable to pay the filing fee and cost of service of this case, you may request that the Court waive the fee and allow you to proceed "*in forma pauperis*." If there is more than one plaintiff to an action, each plaintiff named must file a separate "Application to Proceed *In Forma Pauperis*."

- You may file this complaint with our Court only if one or more of the defendants is located within this district.
- You are required to furnish the correct name and address of each person you have named as defendant.
- You must file a separate complaint for each claim **unless** all your claims relate to the same incident or issue.
- You must include allegations of wrongful conduct as to all defendants named in your complaint.
- Your complaint must be legibly handwritten or typed.
- You are required to give facts supporting each of your claims against each of the defendants in your complaint, and you must sign this document and declare under penalty of perjury that the facts are correct. All plaintiffs must sign the complaint individually.
- Your complaint should not contain legal arguments or case citations.
- You will also have to fill out other documents, such as a summons, a civil cover sheet, forms, etc., in order to maintain an action in this district.
- If you need additional space to answer a question, you may use additional sheets of paper.

- When these forms are completed, hand deliver or mail the original complaint and sufficient copies of same to U.S. District Court, PO Box 7367, 100 S. Clinton Street, Syracuse, NY 13261-7367. Or you may also transmit your documents electronically using MFT through the Court's website found at https://www.nynd.uscourts.gov/submitting-files-court-mft.