Updated: 12/12/23

CIVILIAN *PRO SE* FORMS PACKET

(*Pro Se* plaintiff is NOT incarcerated)

A. PRIVACY NOTICE (Local Rule 5.2 – Personal Privacy Protection)

B. *PRO SE* NOTICE – this notice must be signed by filer on the 2nd page.

C. INSTRUCTIONS FOR FILING A COMPLAINT

D. APPLICATION TO PROCEED WITHOUT PREPAYMENT OF FEES

E. CIVIL COVER SHEET AND INSTRUCTIONS

F. FORM COMPLAINTS (Choose **one** of the following form complaints that best describes the statute that applies to your case)

1. Complaint – Civil Rights violation pursuant to 42 U.S.C. §1983
2. Complaint – Employment Discrimination pursuant to Title VII (based on race, color, religion, sex, national origin or pregnancy)
3. Complaint – Employment Discrimination based on Age
4. Complaint – Civil Rights - Americans with Disabilities Act
5. Generic Complaint - Fillable (other than claims referred to in #1 thru 4 above)

G. SUMMONS IN A CIVIL ACTION AND PROOF OF SERVICE

1. Summons in a *Pro Se* civil action – Plaintiff has **IFP status** and complaint will be served by the USMS.
2. Summons in a *Pro Se* civil action – Plaintiff **paid** the filing fee

H. DOCUMENTS PERTAINING TO WAIVER OF SERVICE OF SUMMONS

1. Notice of Lawsuit and Request for Waiver of Service of Summons
2. Waiver of Service of Summons

I. MOTION FOR APPOINTMENT OF COUNSEL

J. PROOF OF SERVICE

1. Affidavit of Service by Mail
2. Certificate of Service by Mail

K. REMOTE SERVICES FOR PRO SE LITIGANTS

L. PRO SE MOTION FOR PERMISSION TO ELECTRONICALLY FILE IN ECF