

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA
OFFICE OF THE CLERK

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF LOUISIANA

GUIDE FOR FILING FEDERAL CIVIL SUITS

<u>ITEM</u>	<u>REQUIREMENTS</u>
SUMMONS AND COMPLAINT	The original and one copy of the Complaint. One Summons for each defendant to be served is required.
SIGNATURE	The Complaint must be signed. See Federal Rules Civil Procedure 11. Counsel's name, complete address, telephone number and party represented must be typed on all pleadings. For <u>pro se</u> plaintiffs, the name, address and telephone number of the plaintiff must be typed on the last page of the complaint.
SERVICE	See Federal Rules of Civil Procedure 4.
COURT FEES	\$400.00 cashier's check, law firm check or money order payable to U. S. Courts, or VISA or Mastercard with identification. No personal checks accepted. (Fee due for each case. Fee due whether a suit is Complaint or Notice of Removal)
NOTE:	A <u>PRO SE</u> LITIGANT HAS THE RESPONSIBILITY OF COMPLYING WITH THE LOCAL RULES OF THIS COURT, THE FEDERAL RULES OF CIVIL PROCEDURE, OR ANY OTHER OBLIGATIONS IMPOSED BY THE LAW.

THIS OFFICE IS PROHIBITED BY LAW FROM GIVING OUT LEGAL ADVICE.

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA**

name of plaintiff(s)

CIVIL ACTION

versus

NO. _____)

name of defendant(s)

COMPLAINT

1. State the grounds for filing this case in Federal Court (include federal statutes and/or U. S. Constitutional provisions, if you know them):

2. Plaintiff, _____ resides at

_____, _____,
street address city

_____, _____, _____, _____.
parish state zip code telephone number

(if more than one plaintiff, provide the same information for each plaintiff below)

3. Defendant, _____ lives at, or

its business is located at _____,
street address

_____, _____, _____,
city parish state

_____, _____.
zip code telephone number

(if more than one defendant, provide the same information for each defendant below)

4. **Statement of claim (State as briefly as possible the facts of your case. Describe how each defendant is involved. Include also the names of other persons involved, dates, and places. Be as specific as possible. You may use additional paper if necessary):**

5. **Prayers for Relief (list what you want the Court to do):**

a. _____

b. _____

c. _____

d. _____

I (we) hereby certify under penalty of perjury that the above petition is true to the best of my (our) information, knowledge, and belief.

Signed this _____ day of _____, 20 ____.

(signature of plaintiff (s))

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA**

name of plaintiff (s)

versus

CIVIL ACTION

NO. _____

name of defendant (s)

MOTION FOR LEAVE TO PROCEED IN FORMA PAUPERIS

**I (We) hereby request leave to proceed in forma pauperis. Attached is my (our)
financial affidavit in support of this motion.**

(signature of plaintiff (s))

FINANCIAL AFFIDAVIT

PERSONAL FINANCIAL DATA

A. Your full name and present mailing address:

Telephone:

B. Are you presently employed? Yes _____ No _____

If your answer is "yes" give the name and address of your employer and the amount of your usual weekly salary or wages .

Weekly earnings \$ _____

If you are not presently employed, give the name and address of your last employer, when you last worked, and the amount of weekly salary or wages you were receiving.

Date last worked: _____

Weekly earnings: \$ _____

C. Approximately how much money have you received in the past twelve months:

as wages, salary, commissions or earned income of any kind?

\$ _____

as interest, dividends, rents or investments or any kind?

\$ _____

as gifts or inheritance?

\$ _____

from social security, unemployment compensation or any form of state or federal welfare payments or benefits?

\$ _____

from pensions, annuities, workmen's compensation, disability or other insurance policies?

\$ _____

from all other sources?

\$ _____

D. How much money do you own or have in any checking or savings accounts?

\$ _____

E. Do you own any real estate, stocks, bonds, notes, automobiles, boats, or other valuable property (excluding household items and clothing)?

Yes _____ No _____

If the answer is "yes," describe the property and state its approximate value:

F. How much money do you owe to others?

\$ _____

As to each debt over \$100.00, state the name of the creditor and the amount owed:

G. List the person who are dependent upon you for support, stating your relationship to them and how much you contribute each year toward their support.

H. Are there any other persons regularly residing in your household who are over the age of eighteen and who are presently employed?

Yes _____ No _____

If the answer is "yes," give the following information for each such person:

Name:

Relationship:

Employer:

Weekly earnings:

I. Any other information which you believe supports your claim that you cannot financially afford to make payment of court fees.

Under penalty of perjury, I declare that the information given on the preceding pages is true and correct.

Date: _____

Signature

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA**

VERSUS

CIVIL ACTION

NO._____

O R D E R

The plaintiff(s) in this cause having tendered to the Court a complaint and affidavit(s) with a request for leave to proceed in forma pauperis;

IT IS HEREBY ORDERED:

- () Plaintiff(s) application for leave to proceed in forma pauperis is **DENIED**. The plaintiff(s) is responsible for service of summons and complaint on the defendant(s).
- () Plaintiff(s) application for leave to proceed in forma pauperis is **GRANTED**. The Clerk shall file said complaint without prepayment of costs or security thereof and the Clerk is directed to issue process to the defendant(s). The plaintiff(s) is responsible for service of summons and complaint on the defendant(s).
- () Plaintiff(s) application for leave to proceed in forma pauperis is **GRANTED**. The Clerk shall file said complaint without prepayment of costs or security thereof and the Clerk is directed to issue process to the defendant(s). The U.S. Marshal Service shall serve the summons and complaint on the defendant(s) wherever found.

Signed in chambers in Baton Rouge, Louisiana, this ____ day of ____, 20__.

UNITED STATES MAGISTRATE JUDGE