

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	\$402.00 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))