

# INSTRUCTIONS FOR FILING A COMPLAINT IN FEDERAL COURT AS A PRO SE PARTY

To ensure that a Complaint is filed correctly and in a timely manner you must follow the steps listed below:

1. Complete the **COMPLAINT FORM** and a **CIVIL COVER SHEET (JS 44) FORM**. A copy of the Complaint form and Civil Cover Sheet (JS 44) form are available at the Clerk's Office and available on the Court's website [www.pamd.uscourts.gov](http://www.pamd.uscourts.gov).
2. File the Complaint and the Civil Cover Sheet (JS 44) with the Clerk's Office by mailing or bringing it to one of the offices listed below.
3. A FILING FEE of \$350.00 and an ADMINISTRATIVE FEE of \$55.00 for a total of **\$405.00** must accompany your complaint when it is filed.
4. If you are unable to pay the filing fee, you must petition the Court to PROCEED IN FORMA PAUPERIS. Complete an Application to Proceed in District Court Without Prepaying Fees or Costs (AO 240) FORM.
5. Your Complaint must be legibly handwritten or typewritten. Every PRO SE plaintiff listed on the Complaint **MUST SIGN** the complaint and provide their physical address of where they live.
6. The Plaintiff(s) **ADDRESS** and **TELEPHONE NUMBER MUST** be included with your signature.
7. If you do not use our forms, please use 8 ½ x 11-inch paper format.
8. Your Complaint can be brought in this Court **ONLY** if one or more of the named defendants are located and/or if the incident occurred within one of the 33 counties with the Middle District of Pennsylvania. Further, it is necessary for you to file a separate Complaint for each claim that you have unless they are related to the same incident or issue.
9. When the forms are completed, either deliver them to one of the three offices listed below or mail them along with the filing fee or the Application to Proceed in District Court Without Prepaying Fees or Costs (AO 240) Form.

The three locations for visiting or mailing documents to the Middle District of Pennsylvania are:

U.S. District Court for the Middle District of Pennsylvania

Clerk's Office  
William J. Nealon Federal Building & U.S. Courthouse  
P.O. Box 1148  
235 N. Washington Avenue  
Suite 101  
Scranton, PA 18501-1148  
Phone: 570-207-5600

Or

Clerk's Office  
Sylvia H. Rambo United States Courthouse  
1501 N. 6<sup>th</sup> Street  
Suite 101  
Harrisburg, PA 17108  
Phone: 717-221-3920

Or

Clerk's Office  
Herman T. Schneebeli Federal Building & U.S. Courthouse  
240 West Third Street  
Suite 218  
Williamsport, PA 17701  
Phone: 570-323-6380

After the Court receives your documents, a case number and judge will be assigned. A letter will be sent to you notifying you of the case assignment.

Please refer to the Court's Standing Order 17-3 IN RE: ELECTRONIC CASE FILING POLICES & PROCEDURES and the Local Rules of Court. These documents are available on our website or can be obtained from the Clerk's Office.