

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 - JS44 FORM**. A copy of the complaint forms and Civil Cover Sheet (JS44) forms are available at the Clerk's Office and available on the court's website www.pamd.uscourts.gov.
- 2) File the complaint and the civil cover sheet 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 **\$52.00** for a total of **\$402.00** must accompany a 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, by completing an Application to Proceed in District Court Without Prepaying Fees or Costs – **AO240 FORM**
- 5) Your complaint must be legibly handwritten or typewritten. Every PRO SE plaintiff listed on the complaint **MUST SIGN** the complaint.

The plaintiff(s) ADDRESS and TELEPHONE NUMBER **MUST** be included with your signature. Please use 8 ½ x 11-inch paper format.

- 6) 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 within the MIDDLE DISTRICT. 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.
- 7) When these forms are completed, either deliver them to one of the three offices listed below or mail them along with the filing fee or Form AO240 (described above):

U.S. District Court
Middle District of Pennsylvania
PO Box 1148
235 N. Washington Avenue
Scranton, PA 18501-1148

U.S. District Court
Middle District of Pennsylvania
Sylvia H. Rambo, U.S. Courthouse
1501 N. 6th Street, Suite 101
Harrisburg, PA 17108

U.S. District Court
Middle District of Pennsylvania
U.S. Courthouse and Federal Office Building
240 West Third Street
Suite 218
Williamsport, PA 17701

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. If you would like to file future documents *electronically* in your case, you must register for PACER and request e-filing privileges for our court. Information regarding PACER for pro se filers can be found on PACER's website: <https://pacer.uscourts.gov/register-account/non-attorney-filers-cmecf>

Once you are registered as an e-filer you will have access to our court's Electronic Case Filing System (NextGen CM/ECF) to file your documents. You will also receive all filings in your case electronically to the e-mail address you provide when registering on the PACER site. Please refer to the court's Standing Order 05-6 Re: ECF Policies and Procedures and Local Rules of Court. These documents are available on the website or can be obtained from the Clerk's Office.