

CHECK LIST FOR FILING OF COMPLAINTS

INTAKE REQUIRES/ISSUES THE FOLLOWING:

2 COMPLAINTS (1 ORIGINAL & 1 COPY)

CIVIL COVER SHEET (BOTH PAGES)

SUMMONSES (ORIGINAL & 1 FOR EACH NAMED DEFENDANT)

INITIAL ORDER (For cases where this is required):

*Time stamp & issue one for each party involved in case.
Time stamp & place one copy in file.*

ISSUE MAGISTRATE CONSENT FORM IN ALL CASES (to all parties)

**ISSUE NOTICE TO PLAINTIFF'S COUNSEL RE:
CERTIFICATE OF SERVICE**

FOR ADMINISTRATIVE ACTIONS (CAT. 5 [habeas], 9 & 12):

*Complete track designation form; for Court use only,
to be placed in file. **Stamp Magistrate Judge name on form.***