

FILING REQUIREMENTS FOR COMPLAINTS

CLERK'S OFFICE REQUIRES THE FOLLOWING:

COMPLAINT (Please provide one additional copy for Press Box)
(These additional copies will be kept by the Clerk's office)

FILING FEE \$350.00 (no fee if filing application to proceed in forma pauperis, however ALL paperwork must be completed)

CIVIL COVER SHEET (BOTH PAGES)

SUMMONSES (ORIGINAL & 1 FOR EACH NAMED DEFENDANT)
(Unless service is to be made by waiver of summons, see R.4(d) of the Federal Rules of Civil Procedure)

SERVICE OF ADDITIONAL DOCUMENTS ON DEFENDANT(S)

*Attorney for plaintiff or plaintiff (if filing pro se) is responsible for service of the complaint & summonses.
Service can be made by:*

- a. Service by regular mail, certified mail (return receipt requested) or personal delivery.*
- b. Send **copy** of **SUMMONS** along with complaint and magistrate form .*
- c. After service has been perfected, complete the reverse side of each **ORIGINAL** summons and return to **USDC NDOH** for filing to show proof of service.*

IF SERVICE WAS MADE BY CERTIFIED MAIL, PLEASE ATTACH THE GREEN RECEIPT CARD TO THE BACK OF EACH ORIGINAL SUMMONS.