

**INSTRUCTION SHEET FOR THE PREPARATION OF A COMPLAINT**

1. Caption should look like this:

**IN THE UNITED STATES COURT OF FEDERAL CLAIMS**

**YOUR NAME**

v.

No. \_\_\_\_\_

**THE UNITED STATES**

**COMPLAINT**

2. The original plus 7 copies; typewritten on letter size paper with page numbers appearing in the bottom center margin of the page; bound on the left; duplication by any modern photocopy method; each copy of the complaint must be complete in itself, i.e., if attachments are utilized then the original and all the copies must contain the attachments.

3. The complaint should include allegations as to the court's jurisdiction and citation to the underlying statute or regulation that mandates the payment of money. If it is for the refund of federal taxes already paid, a social security number should be provided.

4. The facts upon which claims are based must be set forth in concise form in numbered paragraphs. The concluding or "Wherefore" paragraph should set forth demand for judgment against The United States in X number of dollars.

5. The original complaint must contain your signature, name, address, telephone number, facsimile number, and date of signing. Enclose a check in the sum of \$250.00 payable to "Clerk, U.S. Court of Federal Claims" in payment of the filing fee. If one desires to file without payment of this fee, then the appropriate *in forma pauperis* affidavit, making such a request, must accompany the complaint.

6. Mail the original plus 7 copies and the filing fee to:

Clerk, U.S. Court of Federal Claims  
717 Madison Place, NW, Room 103  
Washington, DC 20005

7. Service on the United States will be made by the Clerk, and your receipt for the filing fee or the notice of allowance of the *in forma pauperis* request will show the file date and docket number. Subject to prior action by the court, the United States has 60 days from the file date to answer or otherwise respond to the complaint.

\_\_\_\_\_  
Clerk of Court  
U.S. Court of Federal Claims

April 4, 2005