

**IN THE UNITED STATES DISTRICT COURT FOR THE
MIDDLE DISTRICT OF ALABAMA**

INSTRUCTIONS FOR COMPLETING CIVIL RIGHTS COMPLAINT FORM

READ CAREFULLY

Your complaint must be legibly handwritten or typewritten on this form. If your complaint is handwritten, please use black ink. You must sign and swear to the complaint before a Notary Public or other official authorized to administer oaths, or you must execute a declaration under penalty of perjury that the facts alleged in it are true and correct. Whether you swear to the complaint or declare it, under penalty of perjury, to be correct, any false statement or any material fact may serve as the basis for prosecution and conviction. Therefore, you should exercise care to ensure that all answers are true and correct.

Your complaint may be brought in this Court only if one or more of the named defendants are located in the geographical area covered by the United States District Court for the Middle District of Alabama. The Middle District of Alabama contains the following counties: Autauga, Barbour, Bullock, Butler, Chambers, Chilton, Coffee, Coosa, Covington, Crenshaw, Dale, Elmore, Geneva, Henry, Houston, Lee, Lowndes, Macon, Montgomery, Pike, Randolph, Russell, and Tallapoosa.

A plaintiff must file a separate complaint for each claim unless the claims are related to the same incident or issue.

No authorities or citations should be set out in the complaint. If briefs or arguments are submitted, they should be submitted in a separate memorandum for which no form is necessary.

You must include in the complaint all grounds for relief and all facts supporting such grounds for relief, including any request for a jury trial. It is permissible to include no more than two (2) additional pages if more space is needed to answer a question. Any documents in support of your claim set out herein should be attached.

The Judicial Conference of the United States has adopted, effective January 1, 1983, the 8-½ x 11 inch paper size standard for use throughout the federal judiciary and has directed the elimination of the use of legal size (8 ½ x 14 inches) paper. All pleadings and other papers in cases filed after December 31, 1982, must be on 8 ½ x 11 inch paper. Otherwise, this office cannot accept them for filing.

In order for this complaint to be filed, it must be accompanied by the proper filing fee. In addition, you will be required to pay the cost of serving the complaint on each of the defendants.

If you are unable to pay the filing fee and service costs for this action, you may petition the court for leave to proceed in forma pauperis. A blank motion and affidavit for this purpose will be supplied and it should be filed with your complaint. It must be notarized by a Notary Public or other official authorized to administer oaths or must contain your statement that it is true and correct. If more than one plaintiff is named on the complaint, a separate affidavit will be required for each.

6. Relief requested: _____

Date: _____

Plaintiff(s) Signature

IN THE UNITED STATES DISTRICT COURT FOR THE
MIDDLE DISTRICT OF ALABAMA
_____ DIVISION

_____)
_____)
_____)
_____)

Plaintiff(s)

v.

_____)
_____)
_____)
_____)

Defendant(s)

MOTION TO PROCEED IN FORMA PAUPERIS

Plaintiff(s) _____

moves this Honorable Court for an order allowing her/him to proceed in this case without prepayment of fees, costs, or security therefor, and for grounds therefor submits the attached sworn affidavit in support of the motion.

Plaintiff(s) signature

UNITED STATES DISTRICT COURT
for the

Plaintiff
v.
Defendant
Civil Action No.

APPLICATION TO PROCEED IN DISTRICT COURT WITHOUT PREPAYING FEES OR COSTS
(Short Form)

I am a plaintiff or petitioner in this case and declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief requested.

In support of this application, I answer the following questions under penalty of perjury:

1. If incarcerated. I am being held at:
If employed there, or have an account in the institution, I have attached to this document a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months for any institutional account in my name. I am also submitting a similar statement from any other institution where I was incarcerated during the last six months.

2. If not incarcerated. If I am employed, my employer's name and address are:

My take-home pay or wages are: \$ per (specify pay period)

3. Other Income. In the past 12 months, I have received income from the following sources (check all that apply):

- (a) Business, profession, or other self-employment
(b) Rent payments, interest, or dividends
(c) Pension, annuity, or life insurance payments
(d) Disability, or worker's compensation payments
(e) Gifts, or inheritances
(f) Any other sources

If you answered "Yes" to any question above, describe below or on separate pages each source of money and state the amount that you received and what you expect to receive in the future.

4. Amount of money that I have in cash or in a checking or savings account: \$ _____ .

5. Any automobile, real estate, stock, bond, security, trust, jewelry, art work, or other financial instrument or thing of value that I own, including any item of value held in someone else's name (*describe the property and its approximate value*):

6. Any housing, transportation, utilities, or loan payments, or other regular monthly expenses (*describe and provide the amount of the monthly expense*):

7. Names (or, if under 18, initials only) of all persons who are dependent on me for support, my relationship with each person, and how much I contribute to their support:

8. Any debts or financial obligations (*describe the amounts owed and to whom they are payable*):

Declaration: I declare under penalty of perjury that the above information is true and understand that a false statement may result in a dismissal of my claims.

Date: _____

Applicant's signature

Printed name