

NEW LAWSUIT CHECKLIST

Use this checklist as a guide when filing a new complaint in Federal Court.

Have I read “Filing Your Lawsuit in Federal Court”?

Am I in the right Court?

**Have I contacted the U of D Mercy Law School
Federal Pro Se Legal Assistance Clinic for legal advice?**

- (313) 234-2690 or proseclinic@udmercy.edu



Have I contacted the Pro Se Case Administrator for procedural assistance?

- (313) 234-5137 or julie_owens@mied.uscourts.gov

Have I included all the information required in my complaint?



1. Your contact information
2. Parties (Identified the defendants and provided their addresses)
3. Jurisdiction
4. Claims
5. Relief
6. Exhibits
 - Employment Discrimination Case: **Right to Sue Letter**
 - or
 - Social Security Case: **Denial of Benefits Letter**

Have I filled out the necessary forms to file my lawsuit?

- Complaint
- Civil Cover
- Summons (If paying the filing fee)



Have I paid the [filing fee](#) or filled out the form to ask to have the fee waived?

- *Application to Proceed in District Court without Prepaying Fees or Costs*

Have I signed my complaint and other forms?

Do I have the required number of copies?

- Original and one copy for the judge