

## 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](mailto:proseclinic@udmercy.edu)



- ☐ 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