

**INSTRUCTIONS FOR FILING A COMPLAINT BY PRISONERS
PURSUANT TO THE CIVIL RIGHTS ACT, 42 U.S.C. § 1983**

This packet includes **two** copies of a complaint form and **two** copies of a pauper's affidavit. To start an action you must submit an original complaint to the Court, plus one additional copy of the complaint for each defendant you name. For example, if you name two defendants you must file the original and two copies of the complaint. You should also keep an additional copy of the complaint for your own records. **All copies of the complaint must be identical to the original, including any attachments or exhibits.**

The Clerk will NOT file your complaint if it does not conform to these instructions and to these forms.

Your complaint must be typed or legibly HAND PRINTED on the attached form. If you need additional space to answer a question, you may use additional blank paper with no less than 2 spaces between lines; no single spacing is allowed. **Local Court Rules require that all pleadings, including attachments, must be on standard 8 ½ x 11 inch letter-sized paper.** Any pleadings submitted on paper exceeding this size will be returned. Extra copies of pleadings submitted to the Court that you wish to have marked "filed" and returned must be accompanied by a self-addressed stamped envelope. Pro se inmates may not represent the rights of others before this Court. Accordingly, only one Plaintiff is permitted to participate in any pro se action.

Your complaint may be filed in this court only if one or more of the named defendants is located within this district. Further, it is necessary for you to file a separate complaint for each claim that you have unless they are all related to the same incident or issue.

In order for this complaint to be filed, it must be accompanied by the filing fee of \$400.00. If you are unable to pay the required filing fee, you may request the Court to allow you to proceed **in forma pauperis**. Two blank affidavits are included in this packet for this purpose. One copy should be filed with the complaint and the other kept for your own records.

**THIS COMPLAINT SHOULD NOT CONTAIN LEGAL ARGUMENTS OR CITATIONS;
YOU ARE REQUIRED TO GIVE ONLY THE FACTS.**

When these forms are completed, mail the original and copies to:

Clerk, U. S. District Court
Northern District of Georgia
2211 U. S. Courthouse
75 Ted Turner Drive, S .W.
Atlanta, Georgia 30303-3361

You are not required to provide completed Marshal's Service forms (USM-285) at the initial stage of filing your complaint. You will be notified by the Court to provide them at a later date.

"This information is provided as a service to the public. While the information deals with legal issues, it does not constitute legal advice. Due to the rapidly changing nature of the law and court procedures, we rely on some information provided by outside sources. Although we make every effort to ensure the information is correct, the Clerk's Office does not warranty or guarantee the accuracy of the information provided. If you have specific legal questions or concerns, we encourage you to consult an attorney who can address and advise you on the particular circumstances of your situation. In no event will the Clerk's Office be liable to any party in any way relating to the availability, use, reliance on or inability to use the provided information or forms, or for any claim attributable to errors, omissions or other inaccuracies in any information provided."