



THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF MISSISSIPPI
OFFICE OF THE CLERK
David Crews, Clerk

Pro Se Filing QUICK REFERENCE GUIDE



GETTING STARTED

- In order to open your case we will need:
 - Your Complaint Form,
 - Your Filing Fee (\$405.00) **OR** an Application to Proceed Without Prepayment of Fees (AO 240), **AND**
 - a Civil Cover Sheet (JS 44).
 - Summons (AO 440) for each defendant. NOTE: If you are applying to waive the fee, the summons will not be issued until that is ruled on.



FILING DOCUMENTS

- Mail or bring the documents to the Oxford Clerk's Office (911 Jackson Ave, Suite 369, Oxford, MS 38655). **ALWAYS** include your handwritten signature and current mailing address on all documents.
- You do not need to try to sound like a lawyer. Be specific about the facts that are important to the lawsuit.
- Links to the Federal Rules of Civil Procedure and Local Rules are available in the "Representing Yourself" section of our website, www.msnd.uscourts.gov. Clerk's Office employees cannot give you legal advice.
- Clearly title your documents so the Clerk's Office will understand what you are trying to file.
- If possible, include the document numbers of any other referenced documents filed in the case.



KEEP YOUR RECORDS

- Read everything you get from the Court or the other side right away.
- Keep copies of all documents you receive.
- It is very important that you know what is going on in your case and what deadlines have been set.



QUICK TIPS

- Please do not staple, tape, or attach tabs or stickers to your documents or pleadings when mailing them to the Court. Please only print on one side of each page.
- Always make sure the Court has your **CURRENT MAILING ADDRESS**. Any changes to your address must be in writing.
- Please do not include any personal identifying information such as Social Security or Taxpayer Identification numbers, names of minor children, date of birth, or financial account numbers.
- If your lawsuit involves a minor child please use the child's initials to refer to them.



PUBLIC ACCESS
TO ELECTRONIC
COURT RECORDS

- You can access your case and all documents filed on www.PACER.gov. This is how the Court provides records to the public.
- For any questions regarding setting up a PACER account or accessing your records, please contact the **PACER SERVICE CENTER (800) 676-6856**.