

**CHECKLIST FOR PRO SE PLAINTIFFS FILING NON-PRISONER RELATED
LAWSUITS**

- Did you complete the COMPLAINT and CIVIL COVER SHEET legibly and completely?
- If your matter is for Employment Discrimination, and you received a RIGHT TO SUE LETTER from the EEOC, did you attach the letter and the envelope to your COMPLAINT?
- If your matter is for Employment Discrimination, and the EEOC issued a DETERMINATION, did you attach a copy of it to your complaint?
- Do you have the filing fee – \$402 (payable by money order or credit card) – to pay to the Clerk’s Office when you file your lawsuit?
- If you do not have the \$402 filing fee, did you complete the APPLICATION TO PROCEED WITHOUT PREPAYMENT OR SECURITY FOR FEES AND COSTS form? If you file an APPLICATION TO PROCEED WITHOUT PREPAYING FEES OR COSTS, the judge will determine whether you may be excused from filing the \$402 fee. If the judge denies your application, you will be required to pay the \$402 filing fee plus the costs of serving process; if you do not pay the fee and costs, your lawsuit may be dismissed by the judge.
- Did you complete the Summons forms for each Defendant?
- Do you have all the copies of all the papers you need for commencing your lawsuit? You must have the following at the time you file your lawsuit with the Clerk of the Court:
 - Original of every form required for your lawsuit
 - One copy of your COMPLAINT
 - If an Employment Discrimination lawsuit, one copy of your RIGHT TO SUE LETTER (and, if applicable, one copy of the EEOC’s DETERMINATION) for every defendant named in your lawsuit. A copy of these documents must be delivered to each Defendant when your Summons is served.
 - Filing fee of \$402 OR APPLICATION TO PROCEED WITHOUT PREPAYMENT OR SECURITY FOR FEES AND COSTS
 - SUMMONS form for each Defendant