

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

NOTICE TO INDIVIDUALS SEEKING TO FILE A LAWSUIT IN PROPER PERSON

If you are filing a lawsuit in this court in proper person (i.e., without an attorney), please be advised of the following:

I. Compliance with Rules

A. Individuals who appear in court in proper person are required to be familiar with and to follow the Federal Rules of Civil Procedure and the Uniform Rules of this court.

1. Federal Rules of Civil Procedure - not available in the clerk's office, however, are available at any law library or on the court's website at www.laed.uscourts.gov.
2. Uniform Local Rules - not available in the clerk's office, however, are available on the court's website at www.laed.uscourts.gov.

B. Pleadings and papers submitted for filing which do not conform to the Federal Rules of Civil Procedure and the Uniform Local Rules of the court will be returned to you with a notation showing you where they do not conform.

If resubmitted, pleadings and papers filed that do not conform with these Rules may be stricken by the court and returned to you.

C. It is your responsibility to draft and submit such pleadings and papers (in compliance with the Rules) which you feel are necessary to prosecute your lawsuit in this court. The clerk's office is unable to provide legal advice to individuals on how to proceed with a lawsuit. All papers and pleadings are to be filed with the clerk of court, not the judge or magistrate judge to whom the case is allotted.

D. Please note that compliance with filing requirements only allows the clerk's office to accept and file your pleadings and papers and submit them to the court for consideration. The merits of your pleadings can only be determined by the judge or magistrate judge to whom your case is assigned. You should not correspond directly with the United States Magistrate Judge or United States District Judge about your lawsuit. All pleadings and correspondence should be addressed to the Clerk of Court.

II. Following are some of the Rules which relate to the form of pleadings. This listing is not complete and does not relieve you of the obligation to follow all rules.

- A. All pleadings and other papers submitted for filing shall be on 8½" X 11" paper, double spaced, and legibly handwritten or typed. On the first page of each document, the top margin must be 2½", the bottom margin must be 1½", and the left and right margins must each be 1" from the edge of the page. On subsequent pages all margins will be no less than 1".
- B. Every pleading shall contain a heading or caption setting forth the name of the court, the title of the action, the case number and section, and a designation showing the character of the pleading.
- C. A party filing pleadings in proper person must sign each of them personally and type or print his/her name, address, and telephone number below the signature.
- D. The party must notify the clerk's office of any change of mailing address or telephone number.
- E. Every pleading subsequent to the original complaint must bear a certificate by the party who files it that, prior to filing, a copy of the pleading has been served on all parties to the lawsuit or their attorneys, either in person or by mailing it postage prepaid, properly addressed.
- F. The cost of filing a complaint is \$402. If you cannot pay this amount and other fees as they become due, you may ask the court to allow you to proceed as a pauper. A form for this purpose may be requested from the clerk's office or at the Court's website. A form for each plaintiff should be fully completed and attached to the end of the complaint.

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