

3.00 | PREPARING THE COMPLAINT

Before you bring a lawsuit, you should become familiar with the rules that explain the Court's procedures for preparing and filing a complaint. These rules are the Federal Rules of Civil Procedure (FRCP), and they apply in every federal court in the country. A party can be sanctioned (penalties imposed) for violating the FRCP.³ You can review the FRCP in any law library or on the website for the District Court where you will be filing your complaint. In addition, you must follow your particular District Court's "Local Rules," also found on the website for the District Court where you are filing your complaint.

The first step in filing a lawsuit is to prepare a complaint. Most district courts have forms for preparing a complaint, including a general form for pro se cases, and specific forms for prisoner pro se cases, employment discrimination cases, and Social Security disability appeals. These forms are usually available on each District Court's website under the "Forms" tab on the homepage. If you choose to prepare your own complaint, the following information should be included.

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Honorable Mention: USNYND, USCAND)

