

2.06 | THE COMPLAINT

A civil lawsuit is begun by filing a complaint in the office of the Clerk of the Court. Complaint forms, which the Court encourages you to use, may be obtained in person from the intake clerk in the Clerk's Office, by mail from the Court's Pro Se Offices, and from the Western District Court web site at <<http://www.nywd.uscourts.gov>>. Rule 5.2 of the Local Rules of Civil Procedure points out that a complaint not filed on the appropriate form may be returned to the plaintiff for refileing on the proper form.

"Filing" a document means to deliver it to the Clerk of Court either in person or by mail to have it file-stamped. The purpose of the complaint is to give notice to the persons being sued and to the court as to the nature of the lawsuit. The complaint should contain:

- (1) A caption specifying the court in which the case is filed and the names of the parties. Every document you file should have a caption at the top of the first page. After the case is filed, it will be assigned a number, each document filed thereafter must include this number next to the caption. The complaint and all other pleadings must be on 8 1/2" x 11" paper. The Court allows double spacing or 1-1/2 spacing.

*(US District Court, New York, Western District // Buffalo, NY 14202
Pro Se Litigation Guidelines)*

