

13.04 | TITLE VII EMPLOYMENT DISCRIMINATION CLAIMS

The special packet for Title VII Employment Discrimination Cases may be obtained in person from the intake clerk in the Clerk's Office, by mail from the Pro Se Office, and from the Western District Court web site at <<http://www.nywd.uscourts.gov>>. To start an action you must file an original and one copy of your complaint for each defendant you name. For example, if you name two defendants, you must file the original and two copies of the complaint. You should keep an additional copy of the complaint for your records. Attach to the back of each complaint one copy each of the following documents:

- a) Original complaint filed with the EEOC
- b) Notice of Right to Sue letter from the EEOC (make sure you include the date of the letter in the proper place on the complaint form)
- c) Determination made by the EEOC on your charge filed there

Fill out the "Civil Cover Sheet" according to these instructions:

- (a) Print your name as Plaintiff
- (b) Print all defendants as Defendants
- (c) Print "Pro Se" under Plaintiff's Attorney
- (d) Leave Defendant's Attorney blank
- (e) Basis for Jurisdiction:

Check Box No. 3: Federal Question

- (f) Cause of Action:

"42 U.S.C. §2000e-5" and "Title VII Action"

- (g) Nature of Suit, check Box No. 442: Civil Rights Employment.

- (h) Origin:

check Box No. 1: Original Proceeding

- (i) Under "Citizenship of Principal Parties," leave blank
- (j) Date, and sign your name, followed by "Pro Se" on the last line.



It is not requested that you attach "exhibits," other than those required above. If you do, however, you must submit enough copies for all the complaint copies. Otherwise, they will not be served on the defendants.

Requests for assigned counsel may be made pursuant to 42 U.S.C. Section 2000e-5(f)(1). However, assignment of counsel is within the discretion of the judge and will generally only be made where the judge believes a lawyer is necessary.

IMPORTANT: If you cannot pay the filing fee and are applying for permission to proceed as a poor person, no papers will be served upon the defendants until the District Judge has granted you permission to proceed as a poor person and directed the United States Marshal to serve the complaint.

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

