

CENTRAL DISTRICT OF CALIFORNIA
IMPORTANT INFORMATION - PLEASE READ CAREFULLY
INSTRUCTIONS FOR FILING A CIVIL ACTION BY A NONPRISONER

INSTRUCTIONS AND PROCEDURES

CIVIL COMPLAINT: You must file a “Civil Complaint” in the form and manner as set forth in the Local Rules of this Court. Any complaint in any other form may not be accepted. The complaint must also be accompanied by the following documents when submitted for filing:

- A. Civil Cover Sheet - CV-71 (Required)
- B. Certification and Notice of Interested Parties - CV-30 (Required)
- C. Summons - AO-440 (Optional)
- D. Request to Proceed In Forma Pauperis with Declaration in Support - CV-60 (Optional)

These forms are available upon request at the Clerk’s Office and on the Court’s website: <http://www.cacd.uscourts.gov>. All forms must be completed in full.

If you would like a stamped copy of your filing(s), submit a copy of the documents you would like to have stamped and returned to you, with a self-addressed, stamped envelope.

SUBMITTING DOCUMENTS FOR FILING: You may submit your documents for filing in one of the following ways:

- 1. in person at any of the following locations:

United States Courthouse
255 East Temple St., Suite TS-134
Los Angeles, CA 90012

United States Courthouse
411 West Fourth Street, Room 1053
Santa Ana, CA 92701-4516

United States Courthouse
3470 Twelfth St., Room 134
Riverside, CA 92501

- 2. by United States mail; or

- 3. by submitting the documents electronically through the Court’s Electronic Document Submission System (EDSS). To access EDSS and for additional information, visit the Court’s website at <https://apps.cacd.uscourts.gov/edss>.

FILING FEE: The filing fee for a civil complaint is \$405.00. Personal checks are NOT accepted.

FILING IN FORMA PAUPERIS: If you are unable to pay the filing fee, you may petition the Court to allow you to file your complaint without the prepayment of the filing fee by submitting a Request to Proceed In Forma Pauperis with Declaration in Support - CV-60. Forms for your use are available in the Clerk’s Office and on the Court’s website. These forms must also accompany the complaint.

REQUEST FOR APPOINTMENT OF AN ATTORNEY: Any request for appointment of an attorney must be prepared by you in the form and manner set forth in Local Rule 11. A request in any other form will not be accepted. The request must accompany the complaint and be presented as a separate document. Your request must also state the reasons why you want the Court to appoint an attorney for you. In the event the Court denies your request for the appointment of any attorney and you find yourself acting as your own attorney, you are responsible for complying with the Local Rules of the Court.

OTHER INFORMATION

The Clerk’s Office is prohibited from providing any type of legal advice. If you need assistance completing the required forms, please visit the People Without Lawyers section on the Court’s website at <http://prose.cacd.uscourts.gov>.

Copies of the Local Rules are available in any law library or on the Court’s website at: www.cacd.uscourts.gov/court-procedures/local-rules.