



## **FILING A COMPLAINT ON YOUR OWN BEHALF**

### **IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA**

Sandra Day O'Connor United States Courthouse  
401 West Washington Street, Suite 130  
Phoenix, AZ 85003

(602) 322-7200

Evo A. DeConcini United States Courthouse  
405 West Congress Street  
Tucson, AZ 85701

(520) 205-4200

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## I. INTRODUCTION

These procedural guidelines were written and compiled to assist an individual who wishes to file a civil action on his/her own behalf (Pro Se) before the United States District Court for the District of Arizona. These procedural guidelines may also be used by an individual who wishes to file a civil action on his/her own behalf who is found indigent by the court and may proceed without prepayment of costs or fees for filing a complaint in this court. Samples of most documents necessary to initiate an action in federal district court are included in this packet, as well as copies of any federal or local rules referenced in these guidelines.

These guidelines **CANNOT** take the place of an attorney's legal advice. They are by no means comprehensive and are only intended to assist you in understanding the basic terms and procedures required by the court.

This summary is intended only as a general guide. Any documents you file must comply with the Federal Rules of Civil Procedure (Fed.R.Civ.P.) and the District of Arizona Local Rules of Practice. The fact that you are not represented by an attorney does not relieve you of this overriding responsibility. Compliance with these rules is required.

**Please be aware that the Clerk's Office staff are prohibited from giving legal advice pursuant to 28 USC §955. This includes:**

- **offering interpretations of rules;**
- **recommending a course of action;**
- **predicting a decision a judicial officer might make on any given matter;**
- **interpreting the meaning or effect of any court order or judgment.**

## II. TERMINOLOGY

To familiarize you with words you will hear frequently, the following is a list of some legal terms and their definitions:

### **PRO SE**

*If you are filing a lawsuit on your own and will represent yourself, you are proceeding pro se.*

### **IN FORMA PAUPERIS**

*To proceed without prepayment of costs or fees for filing a complaint.*

### **PLAINTIFF**

*The person who is filing the complaint against an individual, a corporation or company, or a government agency.*

### **DEFENDANT**

*The party that is being sued.*

### **LITIGANT**

*A party to a lawsuit.*

**COUNSEL**

*One who has been admitted as an attorney at law to assist his/her client with advice and pleads for him/her in open court.*

**COMPLAINT**

*The document that a plaintiff files with the Clerk of Court to initiate a lawsuit. It contains a clear statement of the important information about the claim(s) of the plaintiff and identifies each defendant. (See F.R.Civ.P. 8(a))*

**ANSWER**

*A document filed by the defendant in response to the complaint.*

**SUMMONS**

*This is a formal command of the court, directed to the defendant, which informs the defendant that an action has been brought against him/her and an answer is required. (See F.R.Civ.P. 4)*

**MOTION**

*A request made to the court for the purpose of obtaining a ruling or order directing an act to be performed in favor of the applicant or movant. The court may either hold a hearing on the motion requiring the parties to appear OR the judge may decide the motion without a hearing. (See LRCiv 7.2 and LRCrim 12.1)*

**ORDER**

*An order is issued by a judge or a magistrate judge and usually directs the plaintiff or the defendant to do something. An order may also be issued to grant or deny a motion.*

**JUDGMENT**

*The official and authentic decision of a court adjudicating with finality the respective rights and claims of the parties to a suit.*

**JURISDICTION**

*The power or legal authority of the court to hear and decide a case.*

**DOCKET NUMBER**

*Civil case/civil action number assigned to a case by the court when a new complaint is filed. The number includes the "CV" designation for a civil case, followed by the last two digits of the calendar year in which the case is filed; the number of the case in the order filed during the calendar year, followed by the designation of the division where filed, and ending with the initials of the district judge to whom the case is assigned. (Example CV-96-12-PHX-RCB)*

**LODGED**

*The Clerk of Court receives a document for safekeeping until a decision is rendered by the judge as to whether the document shall be filed.*

**WAIVER OF SERVICE OF SUMMONS**

*Pursuant to F.R.Civ.P. 4, service of summons can be waived by the defendant. The "Waiver of Service" with its companion form "Notice of Lawsuit and Request for Waiver of Service of Summons" can be mailed by the Pro Se plaintiff by 1st class mail to each defendant to request the defendant to save costs by not requiring service of process.*

## **SERVICE OF PROCESS**

*The service of writs, summonses, or rules to the party to whom they ought to be delivered.*

### **III. FILING YOUR CASE: INITIAL PLEADINGS**

The complaint must not include any personal identifiers (see FRCivP 5.2). When filing a complaint you must submit the following documents; examples of which are included in this packet as attachments (also refer to Section IV, page 4 of this packet for format information):

1. An original and one copy of the complaint.
2. An original and one copy of the summons listing each named defendant.
3. \$400.00 filing and administrative fee made payable to Clerk, U.S. District Court.

### **OR**

An original and one copy of a motion (request) to proceed in forma pauperis (IFP) with supporting information regarding your financial status, and an original and one copy of a proposed order granting leave to proceed in forma pauperis for the judge's signature. Copies of these forms are included in this packet.

**NOTE:** The term "**in forma pauperis**" refers to one's inability to pay the fees for filing and serving a complaint.

**If filing in forma pauperis (IFP)**, the original complaint will be filed and assigned the next consecutive civil case number. You have the right to request that the judge order the U. S. Marshal to serve the summons and complaint, although you must describe the extraordinary circumstances that would prohibit you from arranging for service yourself. An original and one copy of each of the documents, including the complaint, are to be provided by the filer. These documents will be forwarded to the judge who is randomly assigned to the case. After reviewing the documents submitted to the court, the judge will determine whether or not you will be granted leave to proceed in forma pauperis. Once a decision has been made, you will receive a copy of the judge's order by mail.

**If leave to proceed IFP is denied**, your case will be dismissed unless you pay the filing fee.

**If IFP is granted**, YOU MUST SUBMIT AN ORIGINAL AND ONE COPY OF A SUMMONS PREPARED FOR EACH DEFENDANT AND the clerk will issue the summons(es) AND RETURN THEM TO YOU FOR SERVICE. You will be responsible for initiating service of a summons and the complaint upon each of the other parties in accordance with Rule 4 of the F.R.Civ.P, a copy of which is included in this packet. You may also choose to serve the defendant(s) by mail as described in Rule 4 of the F.R.Civ.P. If you wish to make service by mail, complete Form 398 (Notice of Lawsuit and Request for Waiver of Service), and Form 399 (Waiver of Service of Summons), both of which are included in this packet. If you had requested that the U. S. Marshal make service on your behalf and the judge granted your request, the court will send you various forms to complete and return to the Clerk's Office. The clerk will then issue the summons(es) and forward the documents to the U.S. Marshal's Office for service pursuant to the Federal Rules of Civil Procedure.

**If you are paying the \$400.00 filing and administrative fee**, the complaint and all other documents submitted to the court will be filed and assigned the next consecutive civil case number. An original and one copy of each of the documents, including the complaint, are to be provided by the filer. Keep in mind, however, that an original and one copy of the summons form should be prepared for each named defendant. The complaint and supporting documents will be forwarded to the judge who is randomly assigned to the case. If you have submitted summonses, we will issue them and return them to you at the time you file your complaint. You will be responsible for serving the summons and complaint upon the defendant(s) in accordance with Rule 4 of the F.R.Civ.P. You may choose to serve the defendant(s) by waiver of service, as described in Rule 4 of the F.R.Civ.P. A copy of F.R.Civ.P. 4 is in this packet. If you wish to make service by mail, complete Form 398 (Notice of Lawsuit and Request for Waiver of Service), and Form 399 (Waiver of Service of Summons), both of which are included in this packet.

#### **IV. OTHER INFORMATION**

All documents filed with the court should bear the correct civil action number and the initials of the district judge to whom the case is assigned. The case number format will be provided to you by the court at the time a case number and judge are assigned.

##### Change of Address

If you should change your address, LRCiv 83.3(d) requires that you file and serve a written notice of a change of address.

##### Format of Documents

All documents shall be submitted for filing on 8 ½ by 11 inch white paper.

Pursuant to F.R.Civ.P. 11, each pleading must be signed by at least one attorney of record or the pro se litigant, if self-represented.

A name, address and telephone number are required on all pleadings. All pleadings and papers must be presented according to the requirements set forth in LRCiv 7.1 and LRCrim 12.1).

##### Copies of Documents

All documents shall be submitted for filing in an original and one copy. If you desire to receive a file stamped copy, you must provide an additional copies of the document. A self-addressed stamped envelope is required if done by mail.

#### **V. FEES**

##### Statutory Regulations

The Judicial Conference of the United States, pursuant to Title 28, U.S.C. §1914(b) and 1930, adopted a schedule of fees for filings in the United States Courts (copy attached). All checks and/or money orders shall be made payable to the Clerk, U.S. District Court.

##### Advance Payment Required

Fees are due at the time of filing. If no filing fee or application for in forma pauperis status is received with the filing of a summons and complaint, and a filing fee is required, summons will not be issued until the fee requirement is met or in forma pauperis status is granted.

Payment of copy fees or search fees is required at the time the request is made.

## VI. OPERATION OF THE CLERK'S OFFICE

### General Information

The District Court Clerk's Office in Phoenix and Tucson are open for business between the hours of 8:30 a.m. and 4:30 p.m., except for Saturdays, Sundays and legal holidays.

### Court's Address

The United States District Court for the District of Arizona has two separate staffed locations:

#### **PHOENIX**

Sandra Day O'Connor U.S. Courthouse  
401 West Washington Street, Suite 130, SPC 1  
Phoenix, AZ 85003-2118  
(602) 322-7200

#### **TUCSON**

Evo A. DeConcini U.S. Courthouse  
405 West Congress Street, Suite 1500  
Tucson, AZ 85701  
(520) 205-4200

### Geographic Jurisdiction

The District covers the entire state of Arizona. However, the District is divided into three divisions, each named and comprising counties as follows:

Phoenix Division: Maricopa, Pinal, Yuma, La Paz and Gila counties  
Prescott Division: Apache, Navajo, Coconino, Mohave, and Yavapai counties.  
Tucson Division: Pima, Cochise, Santa Cruz, Graham, and Greenlee counties.

All files and records of the Phoenix and Prescott divisions are kept at Phoenix and all files and records of the Tucson division are kept at Tucson. Documents should either be mailed or hand delivered to the appropriate office.

### Where to Obtain our Local Rules

The Local Rules of Practice of the United States District Court for the District of Arizona may be obtained from our website, [www.azd.uscourts.gov](http://www.azd.uscourts.gov), (Rules, General Orders & Forms / Local Rules) or upon request from the Clerk's Office Customer Service staff.

### Where to Find the Federal Rules of Civil Procedure

The Federal Rules of Civil Procedure (Fed.R.Civ.P.) are available for viewing at the following law libraries:

**Maricopa County Law Library**  
**201 West Jefferson**  
**Phoenix, AZ**  
**(602) 506-3461**

**Pima County Law Library**  
**110 West Congress, 2nd Floor**  
**Tucson, AZ**  
**(520) 621-1413**

**U of A Law Library**  
**Speedway & Mountain**  
**Tucson, AZ**  
**(520) 740-8456**



# Welcome to the U.S. District Court District of Arizona

**WE ARE HAPPY TO HELP YOU IF WE CAN. HOWEVER, WE ARE ALLOWED TO HELP YOU ONLY IN CERTAIN WAYS, SINCE WE MUST BE FAIR TO EVERYONE.**

*This is a list of some things the court staff can and cannot do for you.*

<b>We can</b>	explain and answer questions about how the court works	<b>We cannot</b>	tell you whether or not you should file a case
<b>We can</b>	provide you with the number of the local lawyer referral service, legal services programs and other services where you can get legal information	<b>We cannot</b>	give you an opinion about what will happen if you bring your case to court
<b>We can</b>	give you general information about court rules, procedures, and practices	<b>We cannot</b>	tell you what words to use in your court papers
<b>We can</b>	provide court schedules	<b>We cannot</b>	talk to the judge for you or let you talk to the judge outside of court
<b>We can</b>	provide you information from your case file	<b>We cannot</b>	tell you what to say in court
<b>We can</b>	provide you with court forms and instructions that are available	<b>We cannot</b>	tell you what you should do next in your case
<b>We can</b>	usually answer questions about court deadlines	<b>We cannot</b>	provide you a copy of an order until it is filed in by the Clerk's Office
		<b>We cannot</b>	compute deadlines in your particular case

Since court staff may not know the answers to all questions about court rules, procedures, and practices, and because we don't want to give you wrong information, we have been instructed not to answer questions if we do not know the correct answers. For additional information, please contact a lawyer or your local law library, or visit our web site at [www.azd.uscourts.gov](http://www.azd.uscourts.gov).

1 Your Name  
2 Address  
3 City, State, Zip  
4 Telephone Number  
5

6 **IN THE UNITED STATES DISTRICT COURT**  
7 **FOR THE DISTRICT OF ARIZONA**  
8

9 Your Name, Plaintiff  
10  
11 v.  
12  
13 Defendant.

CASE NUMBER WILL BE ASSIGNED  
AT TIME OF FILING

**COMPLAINT**

14  
15 **Jurisdiction**  
16 (Separate Paragraph)

17  
18 **Complaint**  
19 (Separate Paragraph(s))  
20 **COMPLAINT MUST COMPLY WITH RULE 8(a)**  
21 (A copy of Rule 8(a) is attached)

22  
23 **Demand**  
24 (Separate Paragraph)

25  
26 Dated: (YOUR SIGNATURE IN INK)  
27 Your name typed or printed  
28 Address  
Telephone Number

## E-Pro Se

E-Pro Se is a user-friendly web application available on the District of Arizona website ([www.azd.uscourts.gov](http://www.azd.uscourts.gov)) and on kiosks in the Phoenix and Tucson Clerk's Office locations. **This program is not intended to be a substitute for an attorney or to provide you legal advice.**

E-Pro Se assists a pro se party in preparing the complaint required to commence a civil lawsuit. The program gathers information through a series of questions and the data entered will be converted into a complaint in Microsoft Word format. You will have an opportunity to make changes before printing and filing your document with the Clerk of Court.

The program will provide the option to save\* the document or open it in a word processor for further review.

**\*Please note that if you are creating your documents on the public terminal in the courthouse you will be unable to save them.** You must complete entering the information to the program and print the document before leaving. Please arrive at the courthouse with your information organized and ready to enter to the program and allow plenty of time to complete the process. Customer Service hours are 8:30 a.m. - 4:30 p.m.

If the information in the complaint is correct, you should print the document, sign it and deliver or mail it to the Clerk of Court's office for the District of Arizona to be filed.

You must provide an original complaint and a copy for the judge. If you wish to have a file stamped copy for yourself, you must provide an additional copy. If you are printing your documents from the public terminal in the Clerk's office, the first copy is free of charge and additional printed copies will require a fee of \$.10 per page. Additional copies made by the clerk will be \$.50 per page.

To begin the E-Pro Se program, click on the link below:

[https://jobs.azd.uscourts.gov/eprise/eprise\\_home.cfm](https://jobs.azd.uscourts.gov/eprise/eprise_home.cfm)



Civil Action No. \_\_\_\_\_

**PROOF OF SERVICE**

*(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))*

This summons for *(name of individual and title, if any)* \_\_\_\_\_  
was received by me on *(date)* \_\_\_\_\_ .

I personally served the summons on the individual at *(place)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_ ; or

I left the summons at the individual's residence or usual place of abode with *(name)* \_\_\_\_\_  
\_\_\_\_\_, a person of suitable age and discretion who resides there,  
on *(date)* \_\_\_\_\_ , and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* \_\_\_\_\_ , who is  
designated by law to accept service of process on behalf of *(name of organization)* \_\_\_\_\_  
\_\_\_\_\_ on *(date)* \_\_\_\_\_ ; or

I returned the summons unexecuted because \_\_\_\_\_ ; or

Other *(specify)*: \_\_\_\_\_ .

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_ .

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Server's signature*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Server's address*

Additional information regarding attempted service, etc:

UNITED STATES DISTRICT COURT

for the

\_\_\_\_\_ District of \_\_\_\_\_

\_\_\_\_\_)
Plaintiff
v.
\_\_\_\_\_) Civil Action No.
Defendant

NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF A SUMMONS

To: \_\_\_\_\_
(Name of the defendant or - if the defendant is a corporation, partnership, or association - an officer or agent authorized to receive service)

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within \_\_\_\_\_ days (give at least 30 days, or at least 60 days if the defendant is outside any judicial district of the United States) from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: \_\_\_\_\_

\_\_\_\_\_)
Signature of the attorney or unrepresented party

\_\_\_\_\_)
Printed name

\_\_\_\_\_)
Address

\_\_\_\_\_)
E-mail address

\_\_\_\_\_)
Telephone number

UNITED STATES DISTRICT COURT

for the

\_\_\_\_\_ District of \_\_\_\_\_

\_\_\_\_\_)
Plaintiff
v. ) Civil Action No.
\_\_\_\_\_)
Defendant )

WAIVER OF THE SERVICE OF SUMMONS

To: \_\_\_\_\_
(Name of the plaintiff's attorney or unrepresented plaintiff)

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from \_\_\_\_\_, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date: \_\_\_\_\_

\_\_\_\_\_)
Signature of the attorney or unrepresented party

\_\_\_\_\_)
Printed name of party waiving service of summons

\_\_\_\_\_)
Printed name

\_\_\_\_\_)
Address

\_\_\_\_\_)
E-mail address

\_\_\_\_\_)
Telephone number

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

"Good cause" does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant's property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

**UNITED STATES DISTRICT COURT**

for the

\_\_\_\_\_ District of \_\_\_\_\_

_____ <i>Plaintiff/Petitioner</i>	)	
v.	)	Civil Action No.
_____ <i>Defendant/Respondent</i>	)	

**APPLICATION TO PROCEED IN DISTRICT COURT WITHOUT PREPAYING FEES OR COSTS  
(Long Form)**

<b>Affidavit in Support of the Application</b>	<b>Instructions</b>
<p>I am a plaintiff or petitioner in this case and declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief requested. I declare under penalty of perjury that the information below is true and understand that a false statement may result in a dismissal of my claims.</p> <p>Signed: _____</p>	<p>Complete all questions in this application and then sign it. Do not leave any blanks: if the answer to a question is "0," "none," or "not applicable (N/A)," write that response. If you need more space to answer a question or to explain your answer, attach a separate sheet of paper identified with your name, your case's docket number, and the question number.</p> <p>Date: _____</p>

- For both you and your spouse estimate the average amount of money received from each of the following sources during the past 12 months. Adjust any amount that was received weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate. Use gross amounts, that is, amounts before any deductions for taxes or otherwise.

Income source	Average monthly income amount during the past 12 months		Income amount expected next month	
	You	Spouse	You	Spouse
Employment	\$	\$	\$	\$
Self-employment	\$	\$	\$	\$
Income from real property <i>(such as rental income)</i>	\$	\$	\$	\$
Interest and dividends	\$	\$	\$	\$
Gifts	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Child support	\$	\$	\$	\$

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Retirement (such as social security, pensions, annuities, insurance)	\$	\$	\$	\$
Disability (such as social security, insurance payments)	\$	\$	\$	\$
Unemployment payments	\$	\$	\$	\$
Public-assistance (such as welfare)	\$	\$	\$	\$
Other (specify):	\$	\$	\$	\$
<b>Total monthly income:</b>	\$	\$	\$	\$

2. List your employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

Employer	Address	Dates of employment	Gross monthly pay
			\$
			\$

3. List your spouse's employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

Employer	Address	Dates of employment	Gross monthly pay
			\$
			\$
			\$

4. How much cash do you and your spouse have? \$ \_\_\_\_\_

Below, state any money you or your spouse have in bank accounts or in any other financial institution.

Financial institution	Type of account	Amount you have	Amount your spouse has
		\$	\$
		\$	\$
		\$	\$

If you are a prisoner, you must attach a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months in your institutional accounts. If you have multiple accounts, perhaps because you have been in multiple institutions, attach one certified statement of each account.

5. List the assets, and their values, which you own or your spouse owns. Do not list clothing and ordinary household furnishings.

<b>Assets owned by you or your spouse</b>	
Home ( <i>Value</i> )	\$
Other real estate ( <i>Value</i> )	\$
Motor vehicle #1 ( <i>Value</i> )	\$
Make and year:	
Model:	
Registration #:	
Motor vehicle #2 ( <i>Value</i> )	\$
Make and year:	
Model:	
Registration #:	
Other assets ( <i>Value</i> )	\$
Other assets ( <i>Value</i> )	\$

6. State every person, business, or organization owing you or your spouse money, and the amount owed.

Person owing you or your spouse money	Amount owed to you	Amount owed to your spouse
	\$	\$
	\$	\$
	\$	\$

7. State the persons who rely on you or your spouse for support.

Name (or, if under 18, initials only)	Relationship	Age

8. Estimate the average monthly expenses of you and your family. Show separately the amounts paid by your spouse. Adjust any payments that are made weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate.

	You	Your spouse
Rent or home-mortgage payment <i>(including lot rented for mobile home)</i> Are real estate taxes included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is property insurance included? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$
Utilities <i>(electricity, heating fuel, water, sewer, and telephone)</i>	\$	\$
Home maintenance <i>(repairs and upkeep)</i>	\$	\$
Food	\$	\$
Clothing	\$	\$
Laundry and dry-cleaning	\$	\$
Medical and dental expenses	\$	\$
Transportation <i>(not including motor vehicle payments)</i>	\$	\$
Recreation, entertainment, newspapers, magazines, etc.	\$	\$
Insurance <i>(not deducted from wages or included in mortgage payments)</i>		
Homeowner's or renter's:	\$	\$
Life:	\$	\$
Health:	\$	\$
Motor vehicle:	\$	\$
Other:	\$	\$
Taxes <i>(not deducted from wages or included in mortgage payments) (specify):</i>	\$	\$
Installment payments		
Motor vehicle:	\$	\$
Credit card <i>(name):</i>	\$	\$
Department store <i>(name):</i>	\$	\$
Other:	\$	\$
Alimony, maintenance, and support paid to others	\$	\$

AO 239 (Rev. 01/15) Application to Proceed in District Court Without Prepaying Fees or Costs (Long Form)

Regular expenses for operation of business, profession, or farm ( <i>attach detailed statement</i> )	\$	\$
Other ( <i>specify</i> ):	\$	\$
<b>Total monthly expenses:</b>	\$	\$

9. Do you expect any major changes to your monthly income or expenses or in your assets or liabilities during the next 12 months?

Yes     No    If yes, describe on an attached sheet.

10. Have you spent — or will you be spending — any money for expenses or attorney fees in conjunction with this lawsuit?     Yes     No

If yes, how much? \$ \_\_\_\_\_

11. Provide any other information that will help explain why you cannot pay the costs of these proceedings.

12. Identify the city and state of your legal residence.

Your daytime phone number: \_\_\_\_\_

Your age: \_\_\_\_\_ Your years of schooling: \_\_\_\_\_

## FEDERAL RULES OF CIVIL PROCEDURE

### Rule 4. Summons

(a) Contents; Amendments.

(1) *Contents.* A summons must:

(A) name the court and the parties;

(B) be directed to the defendant;

(C) state the name and address of the plaintiff's attorney or—if unrepresented—of the plaintiff;

(D) state the time within which the defendant must appear and defend;

(E) notify the defendant that a failure to appear and defend will result in a default judgment against the defendant for the relief demanded in the complaint;

(F) be signed by the clerk; and

(G) bear the court's seal.

(2) *Amendments.* The court may permit a summons to be amended.

(b) *Issuance.* On or after filing the complaint, the plaintiff may present a summons to the clerk for signature and seal. If the summons is properly completed, the clerk must sign, seal, and issue it to the plaintiff for service on the defendant. A summons—or a copy of a summons that is addressed to multiple defendants—must be issued for each defendant to be served.

(c) *Service.*

(1) *In General.* A summons must be served with a copy of the complaint. The plaintiff is responsible for having the summons and complaint served within the time allowed by [Rule 4\(m\)](#) and must furnish the necessary copies to the person who makes service.

(2) *By Whom.* Any person who is at least 18 years old and not a party may serve a summons and complaint.

(3) *By a Marshal or Someone Specially Appointed.* At the plaintiff's request, the court may order that service be made by a United States marshal or deputy marshal or by a person specially appointed by the court. The court must so order if the plaintiff is authorized to proceed in forma pauperis under [28 U.S.C. §1915](#) or as a seaman under [28 U.S.C. §1916](#).

(d) Waiving Service.

(1) *Requesting a Waiver.* An individual, corporation, or association that is subject to service under [Rule 4\(e\)](#), [\(f\)](#), or [\(h\)](#) has a duty to avoid unnecessary expenses of serving the summons. The plaintiff may notify such a defendant that an action has been commenced and request that the defendant waive service of a summons. The notice and request must:

(A) be in writing and be addressed:

(i) to the individual defendant; or

(ii) for a defendant subject to service under [Rule 4\(h\)](#), to an officer, a managing or general agent, or any other agent authorized by appointment or by law to receive service of process;

(B) name the court where the complaint was filed;

(C) be accompanied by a copy of the complaint, 2 copies of the waiver form appended to this Rule 4, and a prepaid means for returning the form;

(D) inform the defendant, using the form appended to this Rule 4, of the consequences of waiving and not waiving service;

(E) state the date when the request is sent;

(F) give the defendant a reasonable time of at least 30 days after the request was sent—or at least 60 days if sent to the defendant outside any judicial district of the United States—to return the waiver; and

(G) be sent by first-class mail or other reliable means.

(2) *Failure to Waive.* If a defendant located within the United States fails, without good cause, to sign and return a waiver requested by a plaintiff located within the United States, the court must impose on the defendant:

(A) the expenses later incurred in making service; and

(B) the reasonable expenses, including attorney's fees, of any motion required to collect those service expenses.

(3) *Time to Answer After a Waiver.* A defendant who, before being served with process, timely returns a waiver need not serve an answer to the complaint until 60 days after the request was sent—or until 90 days after it was sent to the defendant outside any judicial district of the United States.

(4) *Results of Filing a Waiver.* When the plaintiff files a waiver, proof of service is not required and these rules apply as if a summons and complaint had been served at the time of filing the waiver.

(5) *Jurisdiction and Venue Not Waived.* Waiving service of a summons does not waive any objection to personal jurisdiction or to venue.

(e) *Serving an Individual Within a Judicial District of the United States.* Unless federal law provides otherwise, an individual—other than a minor, an incompetent person, or a person whose waiver has been filed—may be served in a judicial district of the United States by:

(1) following state law for serving a summons in an action brought in courts of general jurisdiction in the state where the district court is located or where service is made; or

(2) doing any of the following:

(A) delivering a copy of the summons and of the complaint to the individual personally;

(B) leaving a copy of each at the individual's dwelling or usual place of abode with someone of suitable age and discretion who resides there; or

(C) delivering a copy of each to an agent authorized by appointment or by law to receive service of process.

(f) *Serving an Individual in a Foreign Country.* Unless federal law provides otherwise, an individual—other than a minor, an incompetent person, or a person whose waiver has been filed—may be served at a place not within any judicial district of the United States:

(1) by any internationally agreed means of service that is reasonably calculated to give notice, such as those authorized by the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents;

(2) if there is no internationally agreed means, or if an international agreement allows but does not specify other means, by a method that is reasonably calculated to give notice:

(A) as prescribed by the foreign country's law for service in that country in an action in its courts of general jurisdiction;

(B) as the foreign authority directs in response to a letter rogatory or letter of request; or

(C) unless prohibited by the foreign country's law, by:

(i) delivering a copy of the summons and of the complaint to the individual personally; or

(ii) using any form of mail that the clerk addresses and sends to the individual and that requires a signed receipt; or

(3) by other means not prohibited by international agreement, as the court orders.

(g) **Serving a Minor or an Incompetent Person.** A minor or an incompetent person in a judicial district of the United States must be served by following state law for serving a summons or like process on such a defendant in an action brought in the courts of general jurisdiction of the state where service is made. A minor or an incompetent person who is not within any judicial district of the United States must be served in the manner prescribed by [Rule 4\(f\)\(2\)\(A\)](#), [\(f\)\(2\)\(B\)](#), or [\(f\)\(3\)](#).

(h) **Serving a Corporation, Partnership, or Association.** Unless federal law provides otherwise or the defendant's waiver has been filed, a domestic or foreign corporation, or a partnership or other unincorporated association that is subject to suit under a common name, must be served:

(1) in a judicial district of the United States:

(A) in the manner prescribed by [Rule 4\(e\)\(1\)](#) for serving an individual; or

(B) by delivering a copy of the summons and of the complaint to an officer, a managing or general agent, or any other agent authorized by appointment or by law to receive service of process and—if the agent is one authorized by statute and the statute so requires—by also mailing a copy of each to the defendant; or

(2) at a place not within any judicial district of the United States, in any manner prescribed by [Rule 4\(f\)](#) for serving an individual, except personal delivery under [\(f\)\(2\)\(C\)\(i\)](#).

(i) **Serving the United States and Its Agencies, Corporations, Officers, or Employees.**

(1) *United States.* To serve the United States, a party must:

(A)(i) deliver a copy of the summons and of the complaint to the United States attorney for the district where the action is brought—or to an assistant United States attorney or clerical employee whom the United States attorney designates in a writing filed with the court clerk—or

(ii) send a copy of each by registered or certified mail to the civil-process clerk at the United States attorney's office;

(B) send a copy of each by registered or certified mail to the Attorney General of the United States at Washington, D.C.; and

(C) if the action challenges an order of a nonparty agency or officer of the United States, send a copy of each by registered or certified mail to the agency or officer.

(2) *Agency; Corporation; Officer or Employee Sued in an Official Capacity.* To serve a United States agency or corporation, or a United States officer or employee sued only in an official capacity, a party must serve the United States and also send a copy of the summons and of the complaint by registered or certified mail to the agency, corporation, officer, or employee.

(3) *Officer or Employee Sued Individually.* To serve a United States officer or employee sued in an individual capacity for an act or omission occurring in connection with duties performed on the United States' behalf (whether or not the officer or employee is also sued in an official capacity), a party must serve the United States and also serve the officer or employee under [Rule 4\(e\)](#), [\(f\)](#), or [\(g\)](#).

(4) *Extending Time.* The court must allow a party a reasonable time to cure its failure to:

(A) serve a person required to be served under [Rule 4\(i\)\(2\)](#), if the party has served either the United States attorney or the Attorney General of the United States; or

(B) serve the United States under [Rule 4\(i\)\(3\)](#), if the party has served the United States officer or employee.

(j) Serving a Foreign, State, or Local Government.

(1) *Foreign State.* A foreign state or its political subdivision, agency, or instrumentality must be served in accordance with [28 U.S.C. §1608](#).

(2) *State or Local Government.* A state, a municipal corporation, or any other state-created governmental organization that is subject to suit must be served by:

(A) delivering a copy of the summons and of the complaint to its chief executive officer; or

(B) serving a copy of each in the manner prescribed by that state's law for serving a summons or like process on such a defendant.

(k) Territorial Limits of Effective Service.

(1) *In General.* Serving a summons or filing a waiver of service establishes personal jurisdiction over a defendant:

(A) who is subject to the jurisdiction of a court of general jurisdiction in the state where the district court is located;

(B) who is a party joined under [Rule 14](#) or [19](#) and is served within a judicial district of the United States and not more than 100 miles from where the summons was issued; or

(C) when authorized by a federal statute.

(2) *Federal Claim Outside State-Court Jurisdiction.* For a claim that arises under federal law, serving a summons or filing a waiver of service establishes personal jurisdiction over a defendant if:

(A) the defendant is not subject to jurisdiction in any state's courts of general jurisdiction; and

(B) exercising jurisdiction is consistent with the United States Constitution and laws.

(l) Proving Service.

(1) *Affidavit Required.* Unless service is waived, proof of service must be made to the court. Except for service by a United States marshal or deputy marshal, proof must be by the server's affidavit.

(2) *Service Outside the United States.* Service not within any judicial district of the United States must be proved as follows:

(A) if made under [Rule 4\(f\)\(1\)](#), as provided in the applicable treaty or convention; or

(B) if made under [Rule 4\(f\)\(2\)](#) or [\(f\)\(3\)](#), by a receipt signed by the addressee, or by other evidence satisfying the court that the summons and complaint were delivered to the addressee.

(3) *Validity of Service; Amending Proof.* Failure to prove service does not affect the validity of service. The court may permit proof of service to be amended.

(m) Time Limit for Service. If a defendant is not served within 90 days after the complaint is filed, the court—on motion or on its own after notice to the plaintiff—must dismiss the action without prejudice against that defendant or order that service be made within a specified time. But if the plaintiff shows good cause for the failure, the court must extend the time for service for an appropriate period. This subdivision (m) does not apply to service in a foreign country under [Rule 4\(f\)](#) or [4\(j\)\(1\)](#) or to service of a notice under [Rule 71.1\(d\)\(3\)\(A\)](#).

(n) Asserting Jurisdiction over Property or Assets.

(1) *Federal Law.* The court may assert jurisdiction over property if authorized by a federal statute. Notice to claimants of the property must be given as provided in the statute or by serving a summons under this rule.

(2) *State Law.* On a showing that personal jurisdiction over a defendant cannot be obtained in the district where the action is brought by reasonable efforts to serve a

summons under this rule, the court may assert jurisdiction over the defendant's assets found in the district. Jurisdiction is acquired by seizing the assets under the circumstances and in the manner provided by state law in that district.

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## **Rule 4 Notice of a Lawsuit and Request to Waive Service of Summons.**

(Caption)

To (name the defendant or — if the defendant is a corporation, partnership, or association — name an officer or agent authorized to receive service):

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within (give at least 30 days or at least 60 days if the defendant is outside any judicial district of the United States) from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: \_\_\_\_\_

(Signature of the attorney or unrepresented party)

---

(Printed name)

---

(Address)

---

(E-mail address)

---

(Telephone number)

---

## **Rule 4 Waiver of the Service of Summons.**

(Caption)

To (name the plaintiff's attorney or the unrepresented plaintiff):

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from \_\_\_\_\_, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date: \_\_\_\_\_

---

(Signature of the attorney or unrepresented party)

---

(Printed name)

---

(Address)

---

(E-mail address)

---

(Telephone number)

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(Attach the following)

## **Duty to Avoid Unnecessary Expenses of Serving a Summons**

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

“Good cause” does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant’s property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

## **FEDERAL RULES OF CIVIL PROCEDURE**

### **Rule 5.2. Privacy Protection For Filings Made with the Court**

(a) Redacted Filings. Unless the court orders otherwise, in an electronic or paper filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, a party or nonparty making the filing may include only:

- (1) the last four digits of the social-security number and taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number.

(b) Exemptions from the Redaction Requirement. The redaction requirement does not apply to the following:

- (1) a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- (2) the record of an administrative or agency proceeding;
- (3) the official record of a state-court proceeding;
- (4) the record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- (5) a filing covered by Rule 5.2(c) or (d); and
- (6) a pro se filing in an action brought under 28 U.S.C. §§2241, 2254, or 2255.

(c) Limitations on Remote Access to Electronic Files; Social-Security Appeals and Immigration Cases. Unless the court orders otherwise, in an action for benefits under the Social Security Act, and in an action or proceeding relating to an order of removal, to relief from removal, or to immigration benefits or detention, access to an electronic file is authorized as follows:

- (1) the parties and their attorneys may have remote electronic access to any part of the case file, including the administrative record;
- (2) any other person may have electronic access to the full record at the courthouse, but may have remote electronic access only to:
  - (A) the docket maintained by the court; and
  - (B) an opinion, order, judgment, or other disposition of the court, but not any other part of the case file or the administrative record.

(d) Filings Made Under Seal. The court may order that a filing be made under seal without redaction. The court may later unseal the filing or order the person who made the filing to file a redacted version for the public record.

(e) Protective Orders. For good cause, the court may by order in a case:

(1) require redaction of additional information; or

(2) limit or prohibit a nonparty's remote electronic access to a document filed with the court.

(f) Option for Additional Unredacted Filing Under Seal. A person making a redacted filing may also file an unredacted copy under seal. The court must retain the unredacted copy as part of the record.

(g) Option for Filing a Reference List. A filing that contains redacted information may be filed together with a reference list that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item listed. The list must be filed under seal and may be amended as of right. Any reference in the case to a listed identifier will be construed to refer to the corresponding item of information.

(h) Waiver of Protection of Identifiers. A person waives the protection of Rule 5.2(a) as to the person's own information by filing it without redaction and not under seal.

## FEDERAL RULES OF CIVIL PROCEDURE

### Rule 8. General Rules of Pleading

(a) Claim for Relief. A pleading that states a claim for relief must contain:

(1) a short and plain statement of the grounds for the court's jurisdiction, unless the court already has jurisdiction and the claim needs no new jurisdictional support;

(2) a short and plain statement of the claim showing that the pleader is entitled to relief;  
and

(3) a demand for the relief sought, which may include relief in the alternative or different types of relief.

## UNITED STATES DISTRICT COURT

### DISTRICT OF ARIZONA

#### HOW TO CALCULATE TIME FOR FILING DOCUMENTS

**Authority:** Rule 6 and 5(b) of Federal Rules of Civil Procedure<sup>1</sup>

Under Rule 6(a), the day of the event that triggers the period is not counted. All other days—including intermediate Saturdays, Sundays, and federal legal holidays—are counted, with one exception: If the period ends on a Saturday, Sunday or legal holiday, then the deadline falls on the next day that is not a Saturday, Sunday, or legal holiday.

Under Rule 5(b), when a document is served by mail, the mailing of the document triggers the beginning of the period, not the date the document is received. The date the document was mailed will appear on the certificate of service, which is required to be sent with the document as provided in Rule 5(d). Under Rule 6(e), 3 additional calendar days are added to the period if the document is served by mail. But these rules do not apply if the judge sets a specific calendar day as the deadline.

**Example 1** Plaintiff has 14 days to respond to defendant’s motion, which was hand delivered on Monday, August 23, 2010. The calculation begins on Tuesday, August 24, the day after service. The response is due no later than Tuesday, September 7, 2010 (Monday, September 6, 2010 is Labor Day).

**Example 2:** Plaintiff has 14 days to respond to defendant’s motion, which was mailed to plaintiff on Monday August 23, 2010. Plaintiff receives the motion on Wednesday, August 25, 2010. The calculation begins on Tuesday, August 24, the day after the document was mailed. But three additional days are added to the Example 1 calculations because the motion was mailed. Plaintiff’s response is due no later than Friday, September 9, 2010.

We hope that you find the above information helpful.

**U.S. District Court Customer Services Staff.**

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<sup>1</sup> Court Personnel are not permitted to evaluate your case or to offer advice on how to proceed with your case. We can, however, provide you general information about court rules and procedures. The information above is intended to assist you in calculating the time for filing certain types of documents as required by court order, or by federal or local rules. We cannot perform the calculation for you, nor are we able to make a determination as to whether or not you are calculating the time correctly.

**United States District Court  
District of Arizona**

**Fee Schedule**

**FILING FEES**

Civil Action, Suit, or Proceeding.....	\$400.00
Petition for Writ of Habeas Corpus .....	\$5.00
Actions brought under Title III of Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996.....	\$6,548.00
Motion to Reduce/Vacate Sentence under 28 U.S.C. 2255 .....	No Charge

**APPEAL FILING FEES**

Notice of Appeal to the Ninth Circuit.....	\$505.00
Appeal to a District Judge from a Misdemeanor Judgment.....	\$38.00

**ATTORNEY ADMISSION FEES**

Admission of Attorneys (members of Arizona State Bar).....	\$211.00
Admission of Attorneys by <i>Pro Hac Vice</i> .....	\$35.00
Certificate of Admission (duplicate).....	\$19.00
Certificate of Good Standing .....	\$19.00

**MISCELLANEOUS FEES**

Certification of a Court Document (copy fee also applies) .....	\$11.00
Copy fees (hard copy prepared by the Clerk, per page) .....	\$0.50
Copy fees (electronic copies printed from public terminals, per page) .....	\$0.10
Copy fees – Opinions (per page, minimum charge \$1.00 per opinion).....	\$0.25
Exemplification of Court Document (copy fee also applies).....	\$22.00
Filing or indexing any paper not in a case or proceeding for which a filing fee has been paid (letters of request, Power of Attorney, Apostille, etc.) .....	\$47.00
For any payment returned or denied for insufficient funds .....	\$53.00
Microfiche (for each sheet where available).....	\$6.00
Processing fee for a petty offense charged on a federal violation notice.....	\$30.00
Record Search (per name or item) .....	\$31.00
Registering a judgment from another district .....	\$47.00
Registry Fund Investments (Basis points of assets on deposit shall be assessed from interest earnings).....	10 BPS
Reproduction of Recorded Proceeding, Any Medium.....	\$31.00
Retrieval of Paper Record from Federal Records Center .....	\$64.00
Retrieval of Record (additional boxes) .....	\$39.00
Retrieval of Electronic Record from Federal Records Center (Judiciary administrative fee \$10 plus FRC flat rate file retrieval fee \$9.90) .....	\$19.90
FRC per-page fee .....	\$0.65

*Please note that reproduction fees shall apply to the United States if the information is available electronically.*

We accept the following methods of payment:  
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Make checks & money orders payable to *Clerk, U.S. District Court*

**LEGAL SERVICE ORGANIZATIONS IN THE STATE OF ARIZONA**

We cannot and do not guarantee that any of these agencies will provide legal services or that their services will be free of charge. This handout is provided solely for information purposes.

*The State Bar of Arizona is not permitted to provide attorney referrals or offer legal advice or legal services. However, you may search for a lawyer by name or firm, or by focus, specialty, or keywords.*

**State Bar of Arizona**

<http://www.azbar.org/>

Phoenix, Arizona  
(602) 252-4804

Tucson, Arizona  
(520) 623-9944

*The Maricopa County Bar Association and the Pima County Bar Association both provide Lawyer Referral Services (LRS).*

*For more information about these programs, please click on the links below.*

**Maricopa County Bar Association**

Phoenix, Arizona  
(602) 257-4434

<http://maricopalawyers.org/>

**Pima County Bar Association**

Tucson, Arizona  
(520) 623-4625

<http://www.tucsonlawyers.org/>

The following is a list of legal service organizations in the State of Arizona.

<b>STATEWIDE</b>		
<p><b>American Civil Liberties Union</b> P.O. Box 17148 Phoenix, AZ 85011-0148 Phone: (602) 650-1854 <a href="http://www.aclu.org">www.aclu.org</a></p> <p>Represents client cases that have a large impact on the community at large because of limited resources.</p>	<p><b>Florence Immigrant &amp; Refugee Rights Project</b> 2601 N. Hwy 79 P.O. Box 654 Florence, AZ 85232 Phone: (520) 868-0191 <a href="http://www.firrp.org">www.firrp.org</a></p> <p>Provides holistic, free legal services to immigrants, refugees, and U.S. citizens detained by the Immigration and Customs Enforcement (ICE) in Arizona for immigration processing. The Project serves men, women, and children, including those with mental health and social service needs.</p>	<p><b>William E. Morris Institute for Justice</b> 202 E. McDowell Rd. #257 Phoenix, AZ 85004 Phone: (602) 252-3432 <a href="http://www.morrisinstituteforjustice.org">www.morrisinstituteforjustice.org</a></p> <p>A non-profit public interest law firm providing legal representation and legislative advocacy on behalf of low income Arizonans. Current priorities include Training and Training Assistance, Communication Coordination, Legislative and Administrative Services, Technical Assistance and Poverty Law litigation.</p>

<b>CENTRAL AND NORTHERN ARIZONA</b>		
<p><b>Arizona Center for Disability Law</b>                      5025 E. Washington St. #202                      Phoenix, AZ 85034                      Phone: (602) 274-6287                      1-800-927-2260  <a href="http://www.acdl.com">www.acdl.com</a></p> <p>A not-for-profit public interest law firm dedicated to protecting the rights of individuals with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities.</p> <p><b>Arizona Senior Citizens Law Project</b>                      1818 S. 16<sup>th</sup> St.                      Phoenix, AZ 85034                      Phone: (602) 252-6710</p> <p>Offers information and legal assistance to seniors in Maricopa County. Volunteer lawyers and trained advocates can assist clients with any of the legal issues such as government benefits, consumer affairs, wills, probate and guardianship.</p>	<p><b>ASU Legal Clinic</b>                      Arizona State University                      Armstrong Hall, Room 106                      Tempe, AZ 85287                      Phone: (480) 965-6968</p> <p>Offers a wide range of legal assistance provided by volunteer student attorneys.</p> <p><b>Catholic Charities</b>                      4747 N. 7<sup>th</sup> Ave.                      Phoenix, AZ 85013                      Phone: (602) 997-6105  <a href="http://www.catholiccharitiesaz.org">www.catholiccharitiesaz.org</a></p> <p>Free or low cost legal services are available to assist legal immigrant families with family-based immigration needs.</p> <p><b>DNA–People’s Legal Services</b>                      P.O. Box 306 (next to Fina Gas)                      Window Rock, AZ 86515                      Phone: (928) 871-4151                      Toll Free: 1-800-789-5824  <a href="http://www.nativelegalnet.org">www.nativelegalnet.org</a></p> <p>General civil legal assistance to low income individuals living on or near the reservations they serve and low income individuals living in Coconino, Apache and Navajo Counties.</p>	<p><b>Community Legal Services</b>                      Volunteer Lawyers Project                      305 S. 2<sup>nd</sup> Ave.                      Phoenix, AZ 85003                      Phone: (602) 258-3434                      1-800-852-9075  <a href="http://www.clsaz.org">www.clsaz.org</a></p> <p>Provides high quality civil legal services to applicants whose income is near poverty level. Offices in Maricopa, Mohave, Yavapai and Yuma counties.</p> <p><b>Friendly House</b> (Immigration)                      723 S. First Ave.                      Phoenix, AZ 85003                      Phone: (602) 257-1870  <a href="http://www.friendlyhouse.org">www.friendlyhouse.org</a></p> <p>Offers assistance in preparing immigration documents, answers basic questions and can help follow-up on pending cases.</p>

<b>SOUTHERN ARIZONA</b>		
<p><b>Arizona Center for Disability Law</b>                      100 N. Stone Ave. #305                      Tucson, AZ 85701                      Phone: (520) 327-9547                      Toll Free: 1-800-922-1447  <a href="http://www.acdl.com">www.acdl.com</a></p> <p>A not-for-profit public interest law firm dedicated to protecting the rights of individuals with a wide range of physical, mental, psychiatric, sensory and cognitive disabilities.</p>	<p><b>Southern Arizona Legal Aid</b>                      2343 E. Broadway #200                      Tucson, AZ 85719-6007                      Phone: (520) 623-9461                      1-800-640-9465  <a href="http://www.sazlegalaid.org">www.sazlegalaid.org</a></p> <p>Dedicated to providing a full range of civil legal services, including immigration, to low-income clients. Offices in Tucson, Whiteriver, Sacaton, Lakeside, Bisbee and Casa Grande.</p>	<p><b>Volunteer Lawyers Program</b>                      2343 E. Broadway #200                      Tucson, AZ 85719                      Phone: (520) 623-9461                      1-800-640-9465  <a href="http://www.vlparizona.org">www.vlparizona.org</a></p> <p>Offers self-help clinics, court projects, and direct representation. Based in Tucson, the VLP serves clients with civil legal problems in Apache, Cochise, Gila, Graham, Greenlee, Navajo, Pima, Pinal, and Santa Cruz Counties.</p>

# United States District Court

District of Arizona  
Office of the Clerk

## Brian D. Karth

District Court Executive / Clerk Of Court  
Sandra Day O'Connor U. S. Courthouse, Suite 130  
401 West Washington Street, SPC 1  
Phoenix, Arizona 85003-2118



## Michael S. O'Brien

Chief Deputy Clerk  
Evo A. DeConcini U.S. Courthouse  
405 W. Congress, Suite 1500  
Tucson, Arizona 85701-5010

## Debra D. Lucas

Chief Deputy Clerk  
Sandra Day O'Connor U. S. Courthouse, Suite 130  
401 West Washington Street, SPC 1  
Phoenix, Arizona 85003-2118

## NOTICE TO PRO-SE NON-PRISONER PARTIES REPRESENTING THEMSELVES

The United States District Court would like to encourage pro se parties to take advantage of receiving immediate notice of public documents filed in their cases. Notices of electronic filing (NEF) and attached documents for attorney, pro se and court entries would be transmitted electronically to a non-prisoner pro se party who selects this option. Note: The pro se party would continue to file their documents with the Clerk's Office in paper form.

Parties who are entitled to documents as part of their legal proceedings receive **one (1)** free copy by email. You may save or print this document the **first** time you view it.

Parties who wish to receive filed documents electronically must have the following:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Internet Explorer 7.0 or 6.0 or Mozilla Firefox 2 or 1.5)
- Adobe Acrobat Reader is needed for viewing e-filed documents

To request notices of filing electronically, a completed Request by Non-Prisoner Pro Se Party for Electronic Noticing form must be submitted to the Clerk's Office.

### IMPORTANT:

Messages sent to Yahoo or AOL accounts are frequently found in the spam folder until the court is added to your address book.

You will receive one "free" look of the document. This free look must be viewed within 14 days. You must only **single-click** the hyperlink, double-clicking will lose the free look. You will have to obtain a copy through PACER and may be charged for the copy. Please visit <http://www.pacer.gov> for billing details.

As with your mailing address, you must file a notice if your email address changes to ensure your noticing is not interrupted. A docket entry detailing undeliverable emails will be entered to the case.

**REQUEST BY NON-PRISONER PRO SE PARTY  
FOR ELECTRONIC NOTICING**

Case Number \_\_\_\_\_

This form is to be used when requesting notice of filings be received electronically. The following information is required:

Personal Information

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Generation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Type of personal computer and related software/equipment required:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Internet Explorer 7.0 or 6.0 or Mozilla Firefox 2 or 1.5)
- Adobe Acrobat Reader is needed for viewing e-filed documents

E-mail address designated for noticing:

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**Note: You must promptly notify the Clerk's Office, in writing, if there is a change in your designated e-mail address.**

E-mail type:

- HTML – Recommended for most e-mail clients
- Plain Text – Recommended for e-mail accounts unable to process HTML e-mail

By submitting this request form, the undersigned consents to electronic service and waives the right to personal service and service by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2), except with regard to service of a summons and complaint.

When a filing is entered on the case docket, a party who is registered for electronic noticing will receive a Notice of Electronic Filing in his/her designated e-mail account. The Notice of Electronic Filing will allow one free look at the document, and any attached .pdf may be printed or saved. After the free look viewing, a user must have a PACER account to query documents in the case. To register for PACER, a user must complete the on-line form or submit a registration form available on the PACER website <http://www.pacer.gov>.

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Date \_\_\_\_\_

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Participant Signature \_\_\_\_\_