

Rule 3 - 2.02 Forms to be Filed in Civil Cases.

(A) Forms.

Every complaint or other document commencing a civil case shall be accompanied by a completed Civil Cover Sheet, an Original Filing Form and a Disclosure of Organizational Interests Certificate. These required documents must be filed in the form provided by and available from the Clerk of Court.

(B) Summons or Waiver.

Except when plaintiff seeks leave to proceed in forma pauperis, the plaintiff shall provide at the time a complaint is submitted for filing a completed summons accompanied by a Notice of Process Server form (if service is to be effected by summons on a defendant who is not a federal government agency), or request for waiver of service for each defendant pursuant to Fed.R.Civ.P. 4. Upon the filing of a complaint, process shall issue under the Clerk's signature and seal, or requests for waivers shall be returned to plaintiff for mailing.

(Amended July 10, 2006; effective August 28, 2006; Amended October 11, 2018; effective December 1, 2018)