# INSTRUCTION SHEET FOR THE PREPARATION OF A COMPLAINT

1. The caption should be in the following format:

IN THE UNITED STATES COURT OF FEDERAL CLAIMS

PLAINTIFF'S NAME,

v. No. _____

THE UNITED STATES.

COMPLAINT

2. Plaintiff must file the original complaint along with a completed cover sheet (see Form 2, Appendix of Forms, Rules of the United States Court of Federal Claims (RCFC). If filing a bid protest complaint, please see Appendix C, RCFC.

3. If filing in paper form, plaintiff must provide 2 copies of the complaint (including any attachments). The complaint must be printed on letter-size paper with page numbers appearing in the bottom center margin of the page and must be bound along the left margin or in the upper left corner. The original and 2 copies of the complaint along with the filing fee must be mailed or hand delivered to:

Clerk, U.S. Court of Federal Claims
717 Madison Place, NW, Room 103
Washington, DC 20439

4. ***For Attorneys Only:***
   - If filing in paper form and the complaint exceeds 20 pages, plaintiff must also provide one copy of the complaint in electronic form (see RCFC 5.5(d)(1)(A)).
   - If filing electronically, please see the Attorney Guide for Filing Complaints & Petitions in CM/ECF.

5. The complaint should identify the basis for the court's jurisdiction and provide citations to the underlying statues or regulations that mandate the payment of money. If the complaint seeks a refund of federal taxes, a social security number must be provided. See RCFC 5.2(a) for privacy protection requirements. Additional pleading requirements appear in RCFC 9.

6. The facts upon which claims are based must be set forth in concise form in numbered paragraphs. The concluding paragraph should set forth a demand for judgment against the United States in X number of dollars.

7. The original complaint must contain the plaintiff's or the plaintiff's attorney's signature, name, address, telephone number, and date of signing and must be submitted along with a check in the amount of $400.00, payable to "Clerk, U.S. Court of Federal Claims" in payment of the filing fee. If the plaintiff desires to file without payment of this fee, a completed Application to Proceed In Forma Pauperis must accompany the complaint.

8. Service on the United States will be made by the clerk, and the "Notice of Assignment" will show the file date and the assigned docket number. For service requirements in a bid protest case, please see paragraphs 10 and 11 of Appendix C, RCFC. Subject to prior action by the court, the United States has 60 days from the file date to answer or otherwise respond to the complaint.