

A Guide for Self-Representation

United States Court of Federal Claims

June 2020



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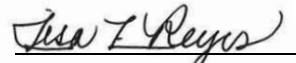
Introductory Comments by the Clerk of Court

Welcome to the United States Court of Federal Claims.

Representing yourself in a lawsuit can be complicated, time consuming, and costly. This guide is intended to assist *pro se* plaintiffs in filing their cases and in understanding the rules and procedures for the U. S. Court of Federal Claims. Please note, however, this guide is not intended to be used as a surrogate for the court's rules. Failure to comply with court rules and procedures can mean losing your case. We encourage you not only to read this guide but also to visit the court's website at www.uscfc.uscourts.gov for additional information and resources.

After reading this guide, if you still have questions about filing a case in this court, please contact the clerk's office at (202) 357-6406. Keep in mind that clerk's office staff can help you with court procedures, but they cannot give you any legal advice. For example, they cannot help you decide whether to file a case in this court or, once filed, what to do in your case. They also cannot explain a law or advise you on what words to use in your court documents.

We welcome any comments or suggestions for improving this guide. Please forward your comments to: Office of the Clerk of Court, U. S. Court of Federal Claims, 717 Madison Place, NW, Washington, DC 20439.



Lisa L. Reyes
Clerk of Court

Section 1

Before You File Your Case

The U. S. Court of Federal Claims has limited, nationwide jurisdiction and hears monetary claims against the United States Government. It is not a district court; the court has its own separate jurisdiction, rules, and procedures. Before you file your case in the U. S. Court of Federal Claims, you should ask yourself the following questions:

Are you in the right court?

You should make sure that you are filing your case with the correct court. If the court lacks jurisdiction over your claim, your claim will be dismissed. This can be especially important if your claim has a “statute of limitations.” Filing in the wrong court might affect whether or not your claim is filed prior to the deadline for doing so.

- Types of cases filed in this court include:
 - Federal tax disputes
 - Taking of private property
 - Military and civilian pay
 - Breaches of contracts involving the federal government
 - Patent and copyright infringement by the federal government
 - Bid protests
 - Vaccine injuries¹ (cases filed under the [National Vaccine Injury Compensation Program](#))

Is your complaint timely?

A statute of limitations is the period of time set by law within which a claim must be filed. This period of time ordinarily begins when the injury occurs or when a right has been violated. If you fail to file your complaint within the time allotted by the statute, your case will be dismissed.

NOTE: The clerk’s office is unable to answer specific questions about your statute of limitations. It is your responsibility to keep track of and meet your deadlines.


Additional information for prisoner-plaintiffs to consider:

- A prisoner-plaintiff wishing to proceed without prepayment of the required filing fees may file an Application to Proceed *In Forma Pauperis* (IFP).

¹ The information in this guide covers general jurisdiction complaints filed against the United States in the U.S. Court of Federal Claims. If you wish to obtain information about vaccine claims in this court, you should contact the clerk’s office and request a copy of the [Guidelines for Practice Under the National Vaccine Injury Compensation Program](#).

- Along with the IFP application, a prisoner must also submit a certified copy of their trust fund account statement for the 6-month period immediately preceding the filing of the complaint as well as a signed copy of the court's Prisoner Authorization form (*see* A10).
- Failure to provide this information may result in the dismissal of your case.
- Upon approval of your IFP application, a prisoner-plaintiff must pay an “initial partial filing fee” and subsequent partial payments thereafter until the filing fee is paid in full pursuant to 28 U.S.C. § 1915(b).

PLEASE NOTE: All prisoner-plaintiffs are obligated to pay the filing fee *even if* their complaint is ultimately dismissed for lack of subject-matter jurisdiction. Therefore, it is important to review this court's jurisdictional requirements prior to filing a complaint.

 **Three Strikes Rule:** Prisoner-plaintiffs who, while incarcerated, have filed three or more complaints in federal court that were dismissed for frivolousness, maliciousness, or failure to state a claim cannot proceed *in forma pauperis* and must prepay the required filing fee, unless the prisoner-plaintiff meets a statutory exception under 28 U.S.C. § 1915(g).

Section 2

Start to Finish: The Civil Case Process

How to File Your Complaint

Fig. 1 is an image of the model *pro se* complaint form that is provided in the appendix of this guide (see A5-A7). If you require additional space to answer a particular question, please finish your response on additional paper, making sure that each answer is properly numbered.

-OR-

If you do not wish to use the provided *pro se* complaint form, please use the following information to help you draft your complaint.

Step 1-Format Your Complaint

Complaints may be typed or handwritten. If handwritten, the writing **must be legible**. Use Fig. 1 as a model to ensure compliance with the format requirements of the U. S. Court of Federal Claims.

- **Court Title:** “The United States Court of Federal Claims” must be written at the top of your complaint, as well as on all future filings.
- **Case Number & Judge:** Leave this area blank. Once your case has been opened, the court will inform you of your case number and judge assignment by mail. You must include the case number and judge’s name on all future filings.
- **Title of Document:** You must indicate what you are filing by including a title at the beginning of the document.

Step 2-Draft Your Complaint

Your complaint should be a summary of why you are filing your case in the U. S. Court of Federal Claims, why this court has legal jurisdiction over your case, the statement of facts, and the relief that you are requesting. The following topics should be covered in your complaint:

- **Jurisdiction:** Explain why the U. S. Court of Federal Claims has jurisdiction over your case.
- **Parties:** Identify the parties in your case.

Fig. 1

In the United States Court of Federal Claims

Plaintiff(s)

v.

THE UNITED STATES,
Defendant.

Case No.

Judge

COMPLAINT

Your complaint must be clearly handwritten or typewritten, and you must sign and declare under penalty of perjury that the facts are correct. If you need additional space, you may use another blank page.

If you intend to proceed without the prepayment of filing fees (in forma pauperis (IFP)), pursuant to 28 U.S.C. § 1915, you must file along with your complaint an application to proceed IFP.

1. **JURISDICTION.** State the grounds for filing this case in the Court of Federal Claims. (Please refer to the Guide for Self-Representation if you are unclear about the kinds of cases heard in this court. The United States Court of Federal Claims has jurisdiction to hear only those types of cases specified in 28 U.S.C. §§ 1346, 1491-92, 1494-1503, 1505, 1507.)

1

- REMEMBER: In this court, the defendant is always the United States, which includes ALL federal agencies.
- **Statement of Facts:** Explain the relevant facts of your case.
- **Claims:** List your legal claims.
 - This is the section in which you allege that the defendant violated laws or legal obligations that entitle you to monetary relief. You must identify the source of that law or legal obligation.
- **Request for Relief:** Explain what you would like the court to do.
- **Exhibits:** If you choose to include exhibits, they should be numbered in sequential order.

Step 3-Submit Your Complaint

Once you have drafted your complaint, you must submit the documents to the clerk's office either by mail or in person. *Fig. 2* provides a quick description of the required forms, as well as the number of copies you will need to provide of each. An initial filing checklist can also be found on page 9.

If you wish to file your complaint by hand, deliver your documents to the clerk's office in Room 103 of the Howard T. Markey National Courts Building at 717 Madison Place, NW, which is across from the White House on the east side of Lafayette Park. If you prefer to submit your complaint (and other documents) by mail, all documents should be mailed to:

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

Along with your complaint and required copies, you must submit a Civil Cover Sheet. This form is available on the court's website at www.uscfc.uscourts.gov as well as in the appendix of this guide (*see* A3).

When filing your complaint, you must also include either the filing fee (*see* Schedule of Fees on page 10) or an Application to Proceed *In Forma Pauperis* (IFP). This form is available on the court's website as well as in the appendix of this guide (*see* A8-A9). Only those who cannot afford the filing fee should apply for IFP status. If your IFP application is denied, you must promptly pay the filing fee or your case will be dismissed.

Fig. 2

FORMS TO SUBMIT WITH YOUR COMPLAINT

~

All of these forms are included in the appendix of this guide as well as on the court's website.

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Complaint: 1 original + 2 copies

Cover Sheet: a form that asks you questions about the nature of your case.

(Required: 1 original)

Required Filing Fee: (*See* Schedule of Fees on page 10)

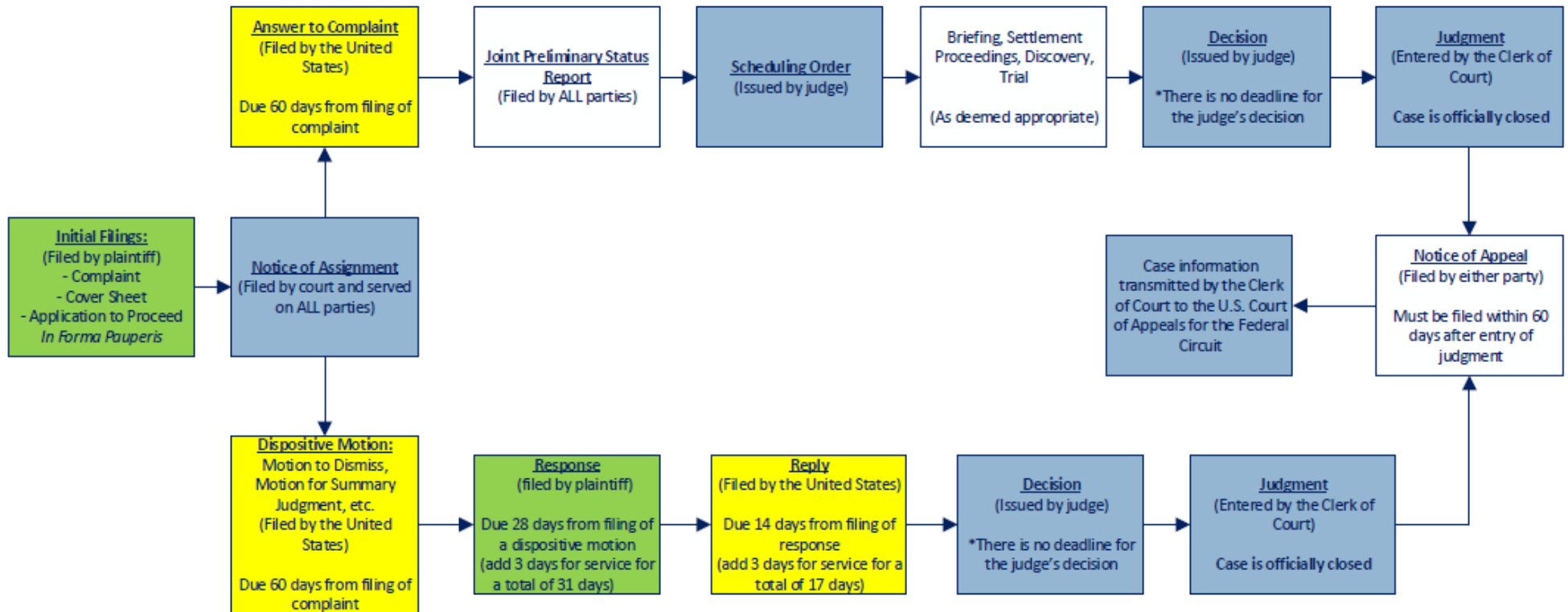
- OR -

***In Forma Pauperis* Application:** a request to waive prepayment of the filing fee. This form must be submitted with your complaint and is only for those who cannot afford the fee. You will answer questions about your income and employment status that will help the court make its decision to grant or deny the application.

(Required: 1 original + 2 copies)

PLEASE NOTE: Clerk's office staff cannot help you write your complaint or tell you how to complete the required forms.

The Civil Case Process



Please note that this flowchart is a generic example of how your case may proceed. Individual cases may vary. Also note that the court may issue a decision at any time and deadlines may be extended or altered by court order.

Section 3

Clerk's Office: How Can We Help?

WE ARE HAPPY TO HELP YOU IF WE CAN. WE ARE NOT, HOWEVER, PERMITTED TO PROVIDE LEGAL ADVICE AND WE MUST PROVIDE THE SAME INFORMATION TO EVERYONE.

Below are some examples of things that clerk's office staff can and cannot do for you.

We can explain and answer questions about how the court works.

We can give you general information about court rules, procedures, and practices.

We can provide court schedules.

We can provide you with information about your particular case.

We can provide you with available court forms and instructions.

We can answer questions about publicly available court deadlines.

We cannot tell you whether or not you should file a case in this court.

We cannot give you an opinion about what will happen if you bring your case to court.

We cannot tell you what words to use in your court papers.

We cannot talk to the judge for you or let you talk to the judge outside of a court proceeding.

We cannot tell you what to say in court.

We cannot provide you with legal advice.

We cannot tell you what you should do next in your case.

We cannot compute deadlines in your case.

Since clerk's office staff may not know the answers to all of your questions about court rules, procedures, and practices, and because we do not want to give you incorrect information, we have been instructed not to answer questions if we do not know the correct answers or if the information is not publicly available. For additional information, please contact a lawyer or your local law library, or visit the court's website at

www.uscfc.uscourts.gov.

Section 4

Other Information

Certificate of Service Rule

All documents filed after the complaint **MUST** include a Certificate of Service stating that you “served” a copy of the document on the attorney representing the United States and on any other parties in the case (or on their attorney if they are represented by counsel) and the date the document was served. It is important that you include a Certificate of Service with every filing; failure to do so may hinder the filing of your documents. A fillable Certificate is included in the appendix of this guide (*see* A11). Documents filed do not need to be notarized or sent via certified mail.

Change of Address

If your address changes while you have a case before the court, you must **PROMPTLY** file and serve a written notice of the change of address. If you do not notify the court and opposing counsel with a written notice, service of future filings will be made to your old address and may prevent you from receiving the documents, possibly causing you to miss filing deadlines. Your case may be dismissed if you fail to respond to court orders or meet deadlines for required filings. A sample of this form can be found in the appendix of this guide (*see* A12).

Format of Documents

All documents sent to the court should bear the court’s name, correct docket number, and the name of the presiding judge to whom your case is assigned. The case number and judge assignment will be provided to you by the court once your complaint has been filed. Your name, address, and telephone number are also required on all pleadings and papers.

All documents must be submitted for filing on standard 8½-by-11-inch white paper and comply with the format requirements of [Rule 5.5](#). Submissions that do not conform to the court’s rules, e.g., books, laminated documents, personal items, or unbound papers, as well as excessively voluminous documents, will be forwarded to an assigned judge for acceptance or rejection.

Protecting Personal Information

If you are filing a document that contains personal identifiers such as your social security number, it is **VERY** important that you either redact (black out) the specific information or clearly indicate that your document should be filed under seal. It is the sole responsibility of the filing party to protect personal information included in a filing; the clerk’s office will not review filings to ensure that information has been adequately protected. [See Rule 5.2\(a\) and \(h\).](#)

Copies of Documents

You must file an original and 2 copies of all filings. If you would like the court to return to you a filed, date stamped copy of any document, you must provide an additional copy of the document and a self-addressed, stamped envelope when you file the document with the court.

Notice of Appeal

If you wish to appeal a judge's final decision, you must submit a notice of appeal, which can be found in the appendix of this guide (*see* A13). The filing of the notice begins the appeal process and your case will be sent to the U.S. Court of Appeals for the Federal Circuit. Once your case is appealed, all future filings should be sent to the appellate court. If you did not receive a waiver for the initial filing fee, you will also need to provide a check made out to: Clerk, U.S. Court of Federal Claims (*see* page 10 for appropriate fee).

Operation of the Clerk's Office


- General Information:
 - The clerk's office is open for business between the hours of 8:30 a.m. and 4:30 p.m.,² Monday through Friday (except federal holidays). You may contact the clerk's office by telephone at (202) 357-6406 during normal business hours.
- Court's Address:
 - The United States Court of Federal Claims clerk's office is located in Room 103 of the Howard T. Markey National Courts Building, 717 Madison Place, NW Washington, DC 20439.

Where to Obtain our Local Rules

The United States Court of Federal Claims Rules can be obtained by calling the clerk's office at (202) 357-6406, visiting the court's website www.cofc.uscourts.gov, or by clicking on the following link: [U.S. Court of Federal Claims Current Rules](#).

Checklist

Initial Filing Checklist

- ☐ I have researched the court's jurisdiction and have determined that I am filing in the appropriate court.
 - ☐ If I have a statute of limitations, I have submitted my complaint before the statute has run out.
 - ☐ I have provided an original and two copies of my complaint.
 - ☐ I have provided a completed Civil Cover Sheet with my current contact information.
 - ☐ I have submitted the appropriate filing fee OR a completed Application to Proceed *In Forma Pauperis*.
 - ☐ If I am a prisoner, I have also included the Prisoner Authorization form and a certified copy of my trust fund account statement for the last six (6) months.
- 

² New court hours effective August 1, 2016.

United States Court of Federal Claims

Schedule of Fees³

(effective October 1, 2019)

All fees are payable to the Clerk, U.S. Court of Federal Claims,
by cash, check, or money order.⁴

FILING FEES

Complaint/Petition	\$400.00 ⁵
Prisoner Complaint with IFP Motion	\$350.00 ⁶
Notice of Appeal	\$505.00
Filing or Indexing of Any Document in a Case for Which a Filing Fee Has Not Been Paid	\$47.00
Petition to Perpetuate Testimony Under Rule 27(a)	\$47.00

COPY FEES

Paper Documents	\$0.50/page
Certification of Document or Paper (in addition to cost of copy)	\$11.00
Exemplified Copy of Document or Paper	\$22.00
Audio Recording of Court Proceeding	\$31.00/disk
Copy of Document in Electronic Form	\$31.00 ⁷

MISCELLANEOUS FEES

Payment Returned or Denied for Insufficient Funds	\$53.00
Record Retrieval from Archives	\$64.00/first box; \$39.00/each additional box
Electronic Record Retrieval (SmartScan)	\$19.90 plus \$0.65/page ⁸
Search of Court Records	\$31.00/name or item
Apostille	\$47.00

³ This is an abbreviated fee schedule listing those fees that commonly pertain to pro se litigation. For a complete list of court fees, please visit the court's official website at www.uscfc.uscourts.gov.

⁴ If electronically filing a complaint, petition, or notice of appeal using the court's electronic management/electronic case files (CM/ECF) system, the filer must pay the filing fee by credit card in CM/ECF.

⁵ Beginning May 1, 2013, the \$400 filing fee includes a \$50 general administrative fee. Pursuant to 28 U.S.C. § 1915, the \$50 administrative fee is waived for prisoner-plaintiffs granted *in forma pauperis* (IFP) status and *all* filing fees are waived for non-prisoner plaintiffs granted IFP status.

⁶ All prisoners are required to pay the filing fee. If proceeding *in forma pauperis*, that fee is \$350. If the IFP motion is denied, the fee is \$400.

⁷ Effective September 1, 2018, this fee applies when the court provides a copy of a record in electronic form, that record is not stored in the court's CM/ECF system, and no separate fee for a copy of a recording of a court proceeding applies.

⁸ Effective June 1, 2016, this service includes a \$10 judiciary administrative fee and two additional Federal Record Center (FRC) fees: a \$9.90 flat rate fee to pull and refile the record(s) and a \$0.65 per page fee. The FRC fees are subject to change in accordance with the Inter-Agency Agreement between the Administrative Office of the United States Courts and the FRC.

Section 6

Glossary of Terms

Affidavit: A sworn, written statement made under oath, affirming that all information is true.

Amendment: A formal revision made to a legal document.

Answer: A formal written statement made by the defendant which answers each allegation contained in the complaint and sets forth the defendant's defenses and counterclaims.

Clerk of Court: An officer appointed by the court to oversee the court's administration. The Clerk of Court has appointed deputy clerks who are available to provide case specific information.

Complaint: A written statement filed by the plaintiff that opens a case, identifies the plaintiff's claims, and states what relief the plaintiff is seeking.

Cross-motion: A motion in general is a request to the court to issue an order. A cross-motion is a request to the court to deny the first motion and instead grant an opposing one.

Defendant: The party against whom the complaint is made. In the U.S. Court of Federal Claims, the defendant is always the United States.

Dismissal: When a judge dismisses a case, the judge essentially ends the case without a trial. If the dismissal is "with prejudice," the plaintiff cannot refile it. If the dismissal is "without prejudice," the plaintiff may be able to refile or reopen the case with modifications.

Docket: The summary of activity in a certain case containing a list of the parties, their attorneys, and all filings.

In Forma Pauperis: Permission given by the court for an individual to file a case without prepayment of the required court fees because the person is unable to pay them. Often abbreviated as IFP.

Judgment: The final action by the court that is entered on the docket. The judgment officially closes the case.

Jurisdiction: The legal authority of a court to hear and decide a case.

Motion: A formal request to the court to issue an order. For example, a party may file a motion asking the court to extend the time for filing a response. The motion must include reasons for the request.

Notice of Appeal: A document filed that informs the court that a judgment or order is being appealed to the U.S. Court of Appeals for the Federal Circuit. The filing of a notice of appeal begins the appeal process and must be accompanied by a certificate of service.

Notice of Appearance: A document filed by an attorney at the U.S. Department of Justice identifying who will be representing the United States in a case. Once an appearance is filed, *pro se* litigants must serve all future filings on the attorney listed on the notice of appearance.

Opinion: A written decision of a judge, setting forth the reasons for the decision and the facts and law on which the decision is based.

Plaintiff: The person who files the complaint in a civil lawsuit.

Pro Se: A term that refers to an individual who presents their own case without an attorney.

Statute of Limitations: A law that sets a time period within which a complaint must be filed.

Stay: A court order that temporarily suspends court proceedings or the effect of a judgment.

Summary Judgment Motion: A motion requesting the court to rely on facts that are not in dispute to rule in one party's favor without a trial.

Transcript: A written record of everything that was said during a court proceeding, such as a hearing or trial. The transcript is prepared by a court reporter and filed on the case docket.

In The United States Court of Federal Claims

Cover Sheet

Plaintiff(s) or Petitioner(s)

Names: _____

Location of Plaintiff(s)/Petitioner(s) (city/state): _____

(If this is a multi-plaintiff case, pursuant to RCFC 20(a), please use a separate sheet to list additional plaintiffs.)

Name of the attorney of record (See RCFC 83.1(c)): _____

Firm Name: _____

Contact information for pro se plaintiff/petitioner or attorney of record:

Post Office Box: _____

Street Address: _____

City-State-ZIP: _____

Telephone & Facsimile Numbers: _____

E-mail Address: _____

Is the attorney of record admitted to the Court of Federal Claims Bar? ☐ Yes ☐ No

Nature of Suit Code: _____

Select only one (three digit) nature-of-suit code from the attached sheet.

Agency Identification Code: _____

Number of Claims Involved: _____

Amount Claimed: \$ _____
Use estimate if specific amount is not pleaded.

Bid Protest Case (required for NOS 138 and 140):

Indicate approximate dollar amount of procurement at issue: \$ _____

Is plaintiff a small business? ☐ Yes ☐ No

Was this action preceded by the filing of a protest before the GAO? ☐ Yes ☐ No GAO Solicitation No. _____

If yes, was a decision on the merits rendered? ☐ Yes ☐ No

Income Tax (Partnership) Case:

Identify partnership or partnership group: _____

Takings Case:

Specify Location of Property (city/state): _____

Vaccine Case:

Date of Vaccination: _____

Related Case:

Is this case directly related to any pending or previously filed case(s) in the United States Court of Federal Claims? ☐ Yes ☐ No
If yes, you are required to file a separate notice of directly related case(s). See RCFC 40.2.

Nature-of-Suit Codes for General Jurisdiction Cases

100	Contract – Construction – (CDA)	210	Tax – Income, Corporate	350	Military Pay – Relocation Expenses
102	Contract – Fail to Award – (CDA)	212	Tax – Income, Individual	352	Military Pay – Retirement
104	Contract – Lease – (CDA)	213	Tax – Income, Individual (Partnership)	354	Military Pay – SBP
106	Contract – Maintenance – (CDA)	214	Tax – Informer’s Fees	356	Military Pay – Other
108	Contract – Renovation – (CDA)	216	Tax – Preparer’s Penalty		
110	Contract – Repair – (CDA)	218	Tax – Railroad Retirement/Unemployment Tax Act	500	Carrier – transportation
112	Contract – Sale – (CDA)	220	Tax – TEFRA Partnership – 28:1508	502	Copyright
114	Contract – Service – (CDA)	222	Tax – Windfall Profit Overpayment – Interest	504	Native American
116	Contract – Supply – (CDA)	224	Tax – 100% Penalty – 26:6672 – Withholding	506	Oil Spill Clean Up
118	Contract – Other – (CDA)	226	Tax – Other	507	Taking – Town Bluff Dam
				508	Patent
120	Contract – Bailment			509	Taking – Addicks & Barker Reservoirs
122	Contract – Bid Preparation Costs			510	Taking – Personalty
124	Contract – Medicare Act			512	Taking – Realty
125	Contract – Affordable Care Act			513	Taking – Rails to Trails
126	Contract – Realty Sale			514	Taking – Other
128	Contract – Subsidy			515	Unjust Conviction and Imprisonment
130	Contract – Surety	300	Civilian Pay – Back Pay	516	Miscellaneous – Damages
132	Contract – Timber Sale	302	Civilian Pay – COLA	518	Miscellaneous – Lease
134	Contract – Other	303	Civilian Pay – Disability Annuity	520	Miscellaneous – Mineral Leasing Act
		304	Civilian Pay – FLSA	522	Miscellaneous – Oyster Growers Damages
136	Contract – Other – Wunderlich	306	Civilian Pay – Overtime Compensation	524	Miscellaneous – Safety Off. Ben. Act
138	Contract – Protest (Pre Award)	308	Civilian pay – Relocation Expenses	526	Miscellaneous – Royalty/Penalty Gas Production
140	Contract – Protest (Post Award)	310	Civilian Pay – Suggestion Award	528	Miscellaneous – Other
		312	Civilian Pay – Other	535	Informer’s Reward
200	Tax – Allowance of Interest			536	Spent Nuclear Fuel
202	Tax – Declaratory Judgment – 28:1507	340	Military Pay – Back Pay		
204	Tax – Estate	342	Military Pay – CHAMPUS		
		344	Military Pay – Correct records		
		346	Military Pay – Correct/Reinstate		
206	Tax – Excise	348	Military Pay – Reinstatement		
208	Tax – Gift				

AGENCY CODES

AGR	Agriculture	HH	HHS	Health and Human Services	NAV	Navy
AF	Air Force		HLS	Homeland Security	NRC	Nuclear Regulatory Commission
ARM	Army		HUD	Housing and Urban Development	PS	Postal Service
AEC	Atomic Energy Commission		DOI	Department of the Interior	STA	State Department
COM	Department of Commerce		ICC	Interstate Commerce Commission	SBA	Small Business Administration
DOD	Department of Defense		DOJ	Department of Justice	TRN	Department of Transportation
DOE	Department of Energy		LAB	Department of Labor	TRE	Department of Treasury
ED	Department of Education		MC	Marine Corps	VA	Department of Veterans Affairs
EPA	Environmental Protection Agency		NAS	National Aeronautical Space Agency	VAR	Various Agencies
GPO	Government Printing Office				O	Other
GSA	General Services Administration					

)	
)	
)	
Plaintiff(s),)	Case No. _____
)	
v.)	Judge _____
)	
THE UNITED STATES,)	
)	
Defendant.)	

Your complaint must be clearly handwritten or typewritten, and you must sign and declare under penalty of perjury that the facts are correct. If you need additional space, you may use another blank page.

1. **JURISDICTION.** State the grounds for filing this case in the United States Court of Federal Claims. The United States Court of Federal Claims has limited jurisdiction (*see e.g.*, 28 U.S.C. §§ 1491-1509).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. PARTIES

Plaintiff, _____, resides at _____
(Street Address)

_____, _____
(City, State, ZIP Code) (Telephone Number)

If more than one plaintiff, provide the same information for each plaintiff below.

3. **PREVIOUS LAWSUITS.** Have you begun other lawsuits in the United States Court of Federal Claims? ☐ Yes ☐ No

If yes, please list cases: _____

4. STATEMENT OF THE CLAIM. State as briefly as possible the facts of your case. Describe how the United States is involved. You must state exactly what the United States did, or failed to do, that has caused you to initiate this legal action. Be as specific as possible and use additional paper as necessary.

[illegible]

5. RELIEF. Briefly state exactly what you want the court to do for you.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this _____ day of _____, _____.
(day) (month) (year)

Signature of Plaintiff(s)

In the United States Court of Federal Claims

_____)	
_____)	
_____)	
Plaintiff(s),)	Case No. _____
v.)	Judge _____
THE UNITED STATES,)	
Defendant.)	
_____)	

Application to Proceed *In Forma Pauperis*

I, _____, declare that the following is true and correct; that I am the plaintiff in the above entitled case; that in support of my application to proceed without being required to prepay fees, costs, or give security thereof, I state that because of my poverty, I am unable to pay the costs of said proceedings or to give security thereof, and that I am entitled to relief pursuant to 28 U.S.C. § 1915.

1. Are you incarcerated? ☐ Yes ☐ No (If the answer is no, go to question 2.)

I am being held at: _____

Do you receive any payment from this institution? ☐ Yes ☐ No

Monthly amount: _____

- ☐ I have attached a certified copy of my trust fund account statement (or institutional equivalent) for the six (6)-month period immediately preceding the filing of this complaint, as required by 28 U.S.C. § 1915(a)(2).
- ☐ I have attached a "Prisoner Authorization form" authorizing the Facility where I am incarcerated to deduct the filing fee from my account in installments and to send to the court certified copies of my account statements for the past six (6) months.
2. Are you currently employed? ☐ Yes ☐ No
- a. If the answer is yes, give the name and address of your employer and state the amount of your salary or wages per month (both gross and net).

- b. If the answer is no, state the date of last employment and the amount of your salary or wages per month (both gross and net).

3. *Within the past twelve (12) months*, have you received any money from the following sources?
- a. Business, profession, or other form of self-employment? ☐ Yes ☐ No
 - b. Rent payments, interest, or dividends? ☐ Yes ☐ No
 - c. Pensions, annuities, or life insurance payments? ☐ Yes ☐ No
 - d. Gifts or inheritances? ☐ Yes ☐ No
 - e. Any other sources? ☐ Yes ☐ No

If the answer to any of the above is yes, describe each source of money and the amount received in the last twelve (12) months, and what you expect to receive in the future.

If the answer is no to all of the questions above, explain how you are paying your expenses.

4. How much money do you have in cash or in a checking, savings, or inmate account?
5. Do you own any automobiles, real estate, stocks, bonds, securities, trusts, jewelry, art work, or other financial instruments or items of value, including any items of value held in someone else's name? If so, describe each property and its approximate value.
6. Do you have any housing, transportation, utilities, or loan payments, or other regular monthly expenses? If so, describe and provide the amount of each monthly expense.
7. List any persons dependent upon you for support, your relationship to those persons, and how much you contribute toward their support.
8. Do you have any debts or financial obligations not described above? If so, describe the amounts owed and to whom they are payable.

Affidavit: I declare under penalty of perjury that the foregoing is true and correct and that a false statement may result in dismissal of my complaint.

(Date)

(Signature of Applicant)

Prison Identification # (if incarcerated)

Print Name (Last, First, MI)

In the United States Court of Federal Claims

_____)	
_____)	
)	
Plaintiff,)	Case No. _____
)	
v.)	Judge _____
)	
THE UNITED STATES,)	
)	
Defendant.)	
_____)	

Prisoner Authorization

By signing below, I acknowledge that:

1. because I filed this action as a prisoner,⁹ I am required by statute (28 U.S.C. § 1915(b)(1)) to pay the full filing fees for this case, even if I am granted the right to proceed *in forma pauperis* (IFP), that is, without prepayment of fees;
2. if I am granted IFP status, the \$350 filing fee will be deducted from my prison account, even if my case is dismissed or I voluntarily withdraw it.

I authorize the agency holding me in custody to calculate the amounts specified by 28 U.S.C. § 1915(b), deduct those amounts from my prison trust fund, and disburse those amounts to the court.

This authorization applies to any agency into whose custody I may be transferred and to any other court to which my case may be transferred.

_____	_____		
(Date)	(Signature of Applicant)		
_____	_____		
Prison Identification #	Print Name (Last, First, MI)		
_____	_____		
Address	City	State	ZIP Code

⁹ A prisoner is “any person incarcerated or detained in any facility who is accused of, convicted of, sentenced for, or adjudicated delinquent for, violations of criminal law or the terms and conditions of parole, probation, pretrial release, or diversionary program.” 28 U.S.C. § 1915(h).

In the United States Court of Federal Claims

_____)	
)	
_____)	
Plaintiff(s),)	Case No. _____
)	
v.)	Judge _____
)	
THE UNITED STATES,)	
)	
Defendant.)	
_____)	

CERTIFICATE OF SERVICE

I hereby certify that on _____, _____, a copy of _____
_____,
was mailed via _____, to _____,
at _____.

(Signature of Applicant)

(Printed Name)

(Street Address)

(City, State, ZIP Code)

(Phone Number)

In the United States Court of Federal Claims

_____)	
_____)	
_____)	
Plaintiff(s),)	Case No. _____
v.)	Judge _____
THE UNITED STATES,)	
Defendant.)	
_____)	

NOTICE OF CHANGE OF ADDRESS

Please take notice that my address and/or contact information has changed. My new address and contact information are:

Name

Address

City, State, ZIP

Telephone Number

E-mail Address

(Signature of Plaintiff)

(Date)

In the United States Court of Federal Claims

_____)	
_____)	
_____)	
Plaintiff(s),)	Case No. _____
v.)	Judge _____
THE UNITED STATES,)	
Defendant.)	
_____)	

NOTICE OF APPEAL

Notice is hereby given that _____ in the
(list all parties taking the appeal)

above named case hereby appeal to the United States Court of Appeals for the Federal Circuit from
the _____ entered in this action on
(describe document being appealed; e.g. final judgment, order)

_____.
(filed date of document being appealed)

(Signature of Appellant or Attorney)

(Printed Name)

(Street Address)

(City, State, ZIP Code)

(Phone Number)