

1 Your Name: _____
2 Address: _____
3 Phone Number: _____
4 Fax Number: _____
5 E-mail Address: _____
6 Pro Se Plaintiff

7
8 UNITED STATES DISTRICT COURT
9 NORTHERN DISTRICT OF CALIFORNIA

10
11 Case Number leave blank

12
13 **COMPLAINT**

14 Plaintiff,

15 vs.

16 DEMAND FOR JURY TRIAL

17 Yes ☐ No ☐

18
19 Defendant.

20
21 **PARTIES**

22 1. Plaintiff. *[Write your name, address, and phone number. Add a page for additional plaintiffs.]*

23 Name: _____
24 Address: _____
25 Telephone: _____
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27
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COMPLAINT

PAGE ____ OF ____ *[JDC TEMPLATE - Rev. 05/2017]*

2. Defendants. *[Write each defendant's full name, address, and phone number.]*

Defendant 1:

Name: _____

Address: _____

Telephone: _____

Defendant 2:

Name: _____

Address: _____

Telephone: _____

Defendant 3:

Name: _____

Address: _____

Telephone: _____

JURISDICTION

[Usually only two types of cases can be filed in federal court, cases involving "federal questions" and cases involving "diversity of citizenship." Check at least one box.]

3. My case belongs in federal court

☐

under federal question jurisdiction because it involves a federal law or right.

[Which federal law or right is involved?] _____

☐

under diversity jurisdiction because none of the plaintiffs live in the same state as any of the defendants and the amount of damages is more than \$75,000.

COMPLAINT

PAGE ____ OF ____ *[JDC TEMPLATE – Rev. 05/2017]*

VENUE

[The counties in this District are: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, Santa Clara, Santa Cruz, San Francisco, San Mateo, or Sonoma. If one of the venue options below applies to your case, this District Court is the correct place to file your lawsuit. Check the box for each venue option that applies.]

4. Venue is appropriate in this Court because:

- ☐ a substantial part of the events I am suing about happened in this district.
- ☐ a substantial part of the property I am suing about is located in this district.
- ☐ I am suing the U.S. government, federal agency, or federal official in his or her official capacity and I live in this district.
- ☐ at least one defendant is located in this District and any other defendants are located in California.

INTRADISTRICT ASSIGNMENT

[This District has three divisions: (1) San Francisco/Oakland (2) San Jose; and (3) Eureka. First write in the county in which the events you are suing about happened, and then match it to the correct division. The San Francisco/Oakland division covers Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, and Sonoma counties. The San Jose division covers Monterey, San Benito, Santa Clara, Santa Cruz counties. The Eureka division covers Del Norte, Humboldt, Lake, Mendocino counties, only if all parties consent to a magistrate judge.]

5. Because this lawsuit arose in _____ County, it should be assigned to the _____ Division of this Court.

STATEMENT OF FACTS

[Write a short and simple description of the facts of your case. Include basic details such as where the events happened, when things happened and who was involved. Put each fact into a separate, numbered paragraph, starting with paragraph number 6. Use more pages as needed.]

COMPLAINT

PAGE ____ OF ____ [JDC TEMPLATE - Rev. 05/2017]

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COMPLAINT

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CLAIMS

First Claim

(Name the law or right violated: _____)

(Name the defendants who violated it: _____)

[Explain briefly here what the law is, what each defendant did to violate it, and how you were harmed. You do not need to make legal arguments. You can refer back to your statement of facts.]

_____. _____

_____. _____

_____. _____

_____. _____

_____. _____

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COMPLAINT

PAGE ____ OF ____ [JDC TEMPLATE - 05/17]

Claim

(Name the law or right violated: _____)

(Name the defendants who violated it: _____)

_____. _____

_____. _____

_____. _____

_____. _____

_____. _____

_____. _____

DEMAND FOR RELIEF

[State what you want the Court to do. Depending on your claims, you may ask the Court to award you money or order the defendant to do something or stop doing something. If you are asking for money, you can say how much you are asking for and why you should get that amount, or describe the different kinds of harm caused by the defendant.]

DEMAND FOR JURY TRIAL

[Check this box if you want your case to be decided by a jury, instead of a judge, if allowed.]

☐ Plaintiff demands a jury trial on all issues.

Respectfully submitted,

Date: _____ Sign Name: _____

Print Name: _____

[Copy this page and insert it where you need additional space.]

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COMPLAINT


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CHECKLIST: DOCUMENTS TO PREPARE

Along with your Complaint, you need to file some official court forms. *These forms are also available* at the Legal Help Centers (see page 1), and in a fillable pdf version on the Court's website at www.cand.uscourts.gov/Legal-Help-Center-Templates.

☐ **Complaint** (see instructions below)

 This is a *general* complaint template. Other types of complaint templates are available at the Legal Help Centers. Persons who are incarcerated must use a different, official Court form.



HOW TO COMPLETE THIS COMPLAINT TEMPLATE

4. **Write out the facts.** Write a short and simple description of what happened that caused you to file this case. Put each fact into a *separate, numbered* paragraph, starting with paragraph 6. It is usually best to write the facts in the order that they happened. Start with the earliest time and continue until the most recent event. Include *where* and *when* each event happened, *who* was involved, and *what role* each defendant played. If you need more pages for your facts, a blank page for copying is at the end of this packet.
5. **Write out the claims.** A "claim" explains what kind of legal right you are suing about. You may have one claim or several. For each claim, write in the law or right that was violated. Then, write in the name of the defendant who violated that law. Complete your claim by explaining what the law allows or doesn't allow, what the defendant did to violate that law, and the ways in which you were harmed by what the defendant did. Put each statement into a *separate, numbered* paragraph. You can briefly repeat facts from your statement of facts. You do not need to include legal arguments or case law. There two claim templates in this packet. If you have more than two claims, a blank page for copying is included at the end. If you need help identifying and understanding your claims, make an appointment at the Legal Help Center (see page 1).
6. You may attach documents to the end of this Complaint as exhibits, but it is not required. If you do attach an exhibit, explain what it is and how it supports your claim. Attaching a document to

your Complaint does *not* necessarily mean that it will be accepted as evidence, and it does *not* mean that you should leave anything out of the written portion of your Complaint. An exhibit is not a substitute for writing out the details of your claims.

7. Identify your demands.

- a. Complete the Demand for Relief section on the signature page by writing in what you would like the Court to do for you.
- b. If you would like to request a jury trial at the end of your case, check the boxes for Demand for Jury Trial on the front and last pages. Not all claims go to a jury trial.

8. Number the pages. Count the number of pages in your final Complaint. In the bottom left corner of each page, insert the page number and the total.

2. Deliver or mail the **original plus two copies** of each form to the Clerk's Office at the federal courthouse where you are filing your case. The Clerk will take the original and the copy