

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA

INSTRUCTIONS FOR FILING A COMPLAINT
TO PETITION REVIEW OF A DECISION OF
SOCIAL SECURITY ADMINISTRATION

READ CAREFULLY

1. This packet consists of:
 - 1 complaint form
 - 3 summons forms
 - 1 USM 285 service form
 - 1 application to proceed In Forma Pauperis
2. Your complaint must be clearly handwritten or typewritten and signed by each plaintiff. All copies of the complaint must be identical in wording to the original. It is not necessary to swear to the complaint under oath before a notary public. However, each plaintiff must attest under penalty of perjury that the complaint is true and correct. You are warned that any false statement of a material fact may subject you to prosecution and conviction.
3. All questions must be answered concisely in the proper space on the form. If you need additional space to answer a question, you may use the reverse side of the form or use an additional blank page. **YOUR COMPLAINT SHOULD NOT CONTAIN LEGAL ARGUMENTS OR CITATIONS – YOU ARE ONLY REQUIRED TO GIVE FACTS.**
4. Upon receipt of the \$400.00 filing fee, your complaint will be filed, **IF IT IS IN PROPER ORDER.** If you are unable to pay the filing fee, you may petition the court to proceed in forma pauperis. If you wish to proceed in forma pauperis, you must complete, sign, and attest as true and correct under penalty of perjury the enclosed “Application to Proceed In Forma Pauperis” supporting documentation form.
5. If you will be proceeding in forma pauperis, you must complete the USM 285 forms. (These forms may be obtained at the Clerk’s Office **AFTER** your application to proceed in forma pauperis has been granted.) Complete one form for each party to be served. The proper parties to be served in a Social Security Complaint, and their appropriate addresses, are as follows:

Office of the Regional Chief Counsel, Region V
SOCIAL SECURITY ADMINISTRATION
200 West Adams Street, 30th Floor
Chicago, IL 60606-5208

UNITED STATES ATTORNEY GENERAL
5111 Main Justice Building
10th & Constitution Avenue NW
Washington, D.C. 20210

UNITED STATES ATTORNEY
(call Clerk's office for appropriate AUSA address)

6. If you pay the \$400.00 filing fee, or if you proceed in forma pauperis, you must also fill out 2 summons forms for the Commissioner of Social Security, 2 summons forms for the United States Attorney and 2 summons forms for the United States Attorney General.
7. Your complaint should be sent to this district/division only if you reside within this district/division.
8. It is YOUR responsibility to notify the Clerk's Office of ANY change of address you may have during the entire time your case remains open before the court. Failure to so advise the Clerk of your current address may result in the DISMISSAL of your case.
9. When these forms are properly completed, mail them to the Clerk, U. S. District Court, in the division in which you reside. See addresses below.

FOR THE FORT WAYNE DIVISION:

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
1108 E. ROSS ADAIR COURTHOUSE
1300 S. HARRISON STREET
FORT WAYNE, IN 46802

FOR THE HAMMOND DIVISION:

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
5400 FEDERAL PLAZA, SUITE 2300
HAMMOND, IN 46302

FOR THE SOUTH BEND DIVISION:

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
102 ROBERT A. GRANT COURTHOUSE
204 S. MAIN STREET
SOUTH BEND, IN 46601

FOR THE LAFAYETTE DIVISION:

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
214 CHARLES HALLECK FEDERAL BLDG.
230 NORTH FOURTH STREET
LAFAYETTE, IN 47901

10. Your complaint will not be considered unless it conforms to these instructions.