# A Guide for Self-Representation

## United States Court of Federal Claims

Updated July 2026

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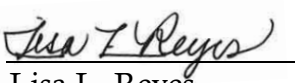
# Introductory Comments by the Clerk of Court

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. **This court does not hold jury trials.** 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 injuries[1] *(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.

[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.

## Do you expect a trial by jury?

If you are filing a case with the intention that it will be heard before a jury of your peers, you will not find it at this court. While the U.S. Court of Federal Claims is a trial court, cases are heard and decided by **only** one assigned judge. Any requests for trial by jury or by a panel of judges cannot be granted.

## 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).
  - 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. In addition, the assigned judge may require that you file a 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.

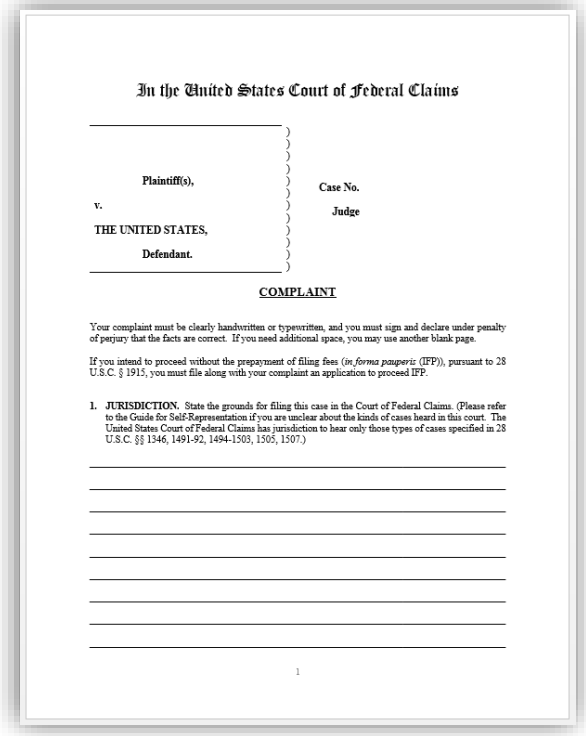
*Three Strikes Rule:* Prisoner-plaintiffs who, while incarcerated, have filed three or more complaints in federal court that were dismissed for frivolousness, maliciousness, or failure to state a claim cannot proceed *in forma pauperis* and must prepay the required filing fee, unless the prisoner-plaintiff 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



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.)

*Fig. 1* is an image of the model *pro se* complaint form that is provided in the appendix of this guide (s*ee* 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.

- REMEMBER: **Plaintiff**: You may represent yourself; you may NOT represent a corporation, an entity, or any other person, including an immediate family member. **Defendant**: 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.

Fig. 2

**Forms To Submit With Your Complaint**

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*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 copy with original signature

**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 11)

- 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)

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

## 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. An initial filing checklist can also be found on page 10.

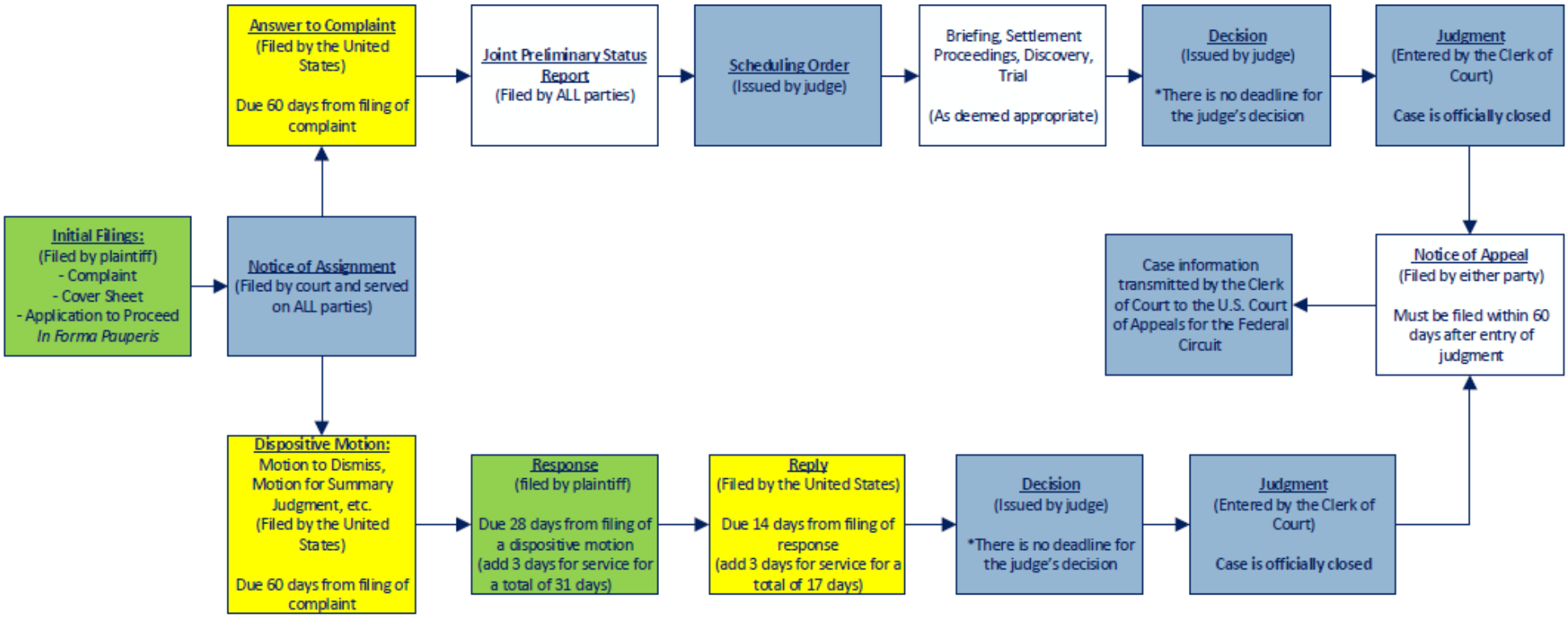
If you wish to file your complaint by hand, deliver your documents to the clerk's office in Room 103 of the Howard T. Markey National Courts Building at 717 Madison Place, NW, which is across from the White House on the east side of Lafayette Park. If you prefer to submit your complaint (and other documents) 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, 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 11*)* 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.

# 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

No Certificate of Service is necessary for *pro se* filings.

## Receiving Service by E-mail

If you file an E-Notification Consent Form, you agree to waive service and notice of filings by first class U.S. mail, and consent to having your e-mail address entered into the court's electronic filing system (*see* A11).

## 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 Case-Opening 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.

If filed in paper, all documents must be 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).

## Filing Documents Once Your Case is Opened

Once your case has been assigned to a judge, you may file documents in your case in paper form or by e-mail. If you file in paper form, you must file one original of all filings. If you would like the court to return to you a date stamped copy of any document, you must provide

an additional copy of the document and a self-addressed, stamped envelope when you submit the document to the court.

To file by e-mail, send your document(s) in PDF format (*see* Appendix E,¶ 9 for formatting) to ProSe_case_filings@cfc.uscourts.gov. Only the contents of the attached PDF file will be considered part of the submission and processed by the clerk. **Any content in the body of the e-mail will not be reviewed by the clerk or considered for inclusion in the case record.**

## 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 11 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., 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.cfc.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.<br>□ If I have a statute of limitations, I have submitted my complaint before the statute has run out.<br>□ I have provided an original of my complaint. If any documents exceed 50 pages, I have provided a courtesy copy of them.<br>□ I have provided a completed Civil Cover Sheet with my current contact information.<br>□ I have submitted the appropriate filing fee OR a completed Application to Proceed *In Forma Pauperis.*<br>□ If I am a prisoner, I have also included a certified copy of my trust fund account statement for the last six (6) months and Prisoner Authorization Form. |

# U.S. Court of Federal Claims
# Schedule of Fees

(Effective 12/1/2023)

All fees are payable to the Clerk, U.S. Court of Federal Claims,
by cash, check, or money order.[2] For cash payments, exact change is required.

**Filing Fees**

| | |
|---|---|
| Complaint/Petition | $405.00[3] |
| Notice of Appeal | $605.00 |
| Petition to Perpetuate Testimony Under Rule 27(a) | $52.00 |
| Letters Rogatory/Request for Judicial Assistance | $52.00 |

**Attorney Admissions Fees**

| | |
|---|---|
| Admission to Practice | $299.00 |
| Duplicate Certificate of Admission | $21.00 |
| Certificate of Good Standing | $21.00 |

**Copy Fees**

| | |
|---|---|
| Paper Documents | $0.50/page |
| Certification of Document or Paper (in addition to cost of copy) | $12.00 |
| Exemplified Copy of Document or Paper | $24.00 |
| Audio Recording of Court Proceeding | $34.00/disk |
| Copy of Document in Electronic Form | $33.00[4] |

**Miscellaneous Fees**

| | |
|---|---|
| Payment Returned/Reversed or Denied for Insufficient Funds | $53.00 |
| Record Retrieval From Archives | $70.00/first box; $43.00/each additional box |
| Electronic Record Retrieval (SmartScan) | $20.90 plus $0.65/page |
| Search of Court Records | $34.00/name or item |
| Apostille | $50.00 |

**Witness Fees**

| | |
|---|---|
| Attendance | $40.00/day |
| Automobile Mileage (effective 1/1/2016) | $0.54/mile |

For current and historic per diem rates, go to http://www.gsa.gov/perdiem.
For historic automobile mileage rates, go to http://gsa.gov/mileage.

**Note**: When mailing a court fee, using a tracking number provides proof of mailing and delivery and allows the sender to monitor the progress of the item from the time of mailing to the time of delivery.

[2] If electronically filing a complaint, petition, or notice of appeal using the court's case management/electronic case files (CM/ECF) system, the filer must pay the filing fee by credit card in CM/ECF. For refunds of duplicate or erroneously paid filing fees, please see the court's Electronic Filing Fee Refund Policy on the court's website http://www.uscfc.uscourts.gov/electronic-filing.

[3] Effective December 1, 2023, the $405.00 filing fee includes a $55.00 general administrative fee. Pursuant to 28 U.S.C. § 1915, the $55.00 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.

[4] 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.

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 Number: _____
E-mail Address: _____

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

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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 proceeded by the filing of a protest before the GAO? ☐ Yes ☐ No 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 RCRC 40.2.

## Nature-of-Suit Codes for General Jurisdiction Cases

100 Contract – Construction – (CDA)
102 Contract – Fail to Award – (CDA)
104 Contract – Lease – (CDA)
106 Contract – Maintenance – (CDA)
108 Contract – Renovation – (CDA)
110 Contract – Repair – (CDA)
112 Contract – Sale – (CDA)
114 Contract – Service – (CDA)
116 Contract – Supply – (CDA)
118 Contract – Other – (CDA)

120 Contract – Bailment
122 Contract – Bid Preparation Costs
124 Contract – Medicare Act
126 Contract – Realty Sale
128 Contract – Subsidy
130 Contract – Surety
132 Contract – Timber Sale
134 Contract – Other

136 Contract – Other – Wunderlich

138 Contract – Protest (Pre Award)
140 Contract – Protest (Post Award)

200 Tax – Allowance of Interest
202 Tax – Declaratory Judgment – 28:1507
204 Tax – Estate
206 Tax – Excise
208 Tax – Gift
210 Tax – Income, Corporate
212 Tax – Income, Individual
213 Tax – Income, Individual (Partnership)
214 Tax – Informer's Fees
216 Tax – Preparer's Penalty
218 Tax – Railroad Retirement/Unemployment Tax Act
220 Tax – TEFRA Partnership – 28:1508
222 Tax – Windfall Profit Overpayment – Interest
224 Tax – 100% Penalty – 26:6672 – Withholding
226 Tax – Other

300 Civilian Pay – Back Pay
302 Civilian Pay – COLA
303 Civilian Pay – Disability Annuity
304 Civilian Pay – FLSA
306 Civilian Pay – Overtime Compensation
308 Civilian pay – Relocation Expenses
310 Civilian Pay – Suggestion Award
312 Civilian Pay – Other

340 Military Pay – Back Pay
342 Military Pay – CHAMPUS
344 Military Pay – Correct records
346 Military Pay – Correct/Reinstate
348 Military Pay – Reinstatement
350 Military Pay – Relocation Expenses
352 Military Pay – Retirement
354 Military Pay – SBP
355 Military Pay – CRSC
356 Military Pay – Other

500 Carrier – transportation
502 Copyright
504 Native American
506 Oil Spill Clean Up
507 Taking – Town Bluff Dam
508 Patent
509 Taking – Addicks & Barker Reservoirs
510 Taking – Personalty
512 Taking – Realty
513 Taking – Rails to Trails
514 Taking – Other
515 Unjust Conviction and Imprisonment
516 Miscellaneous – Damages
517 Miscellaneous – Affordable Care Act
518 Miscellaneous – Lease
520 Miscellaneous – Mineral Leasing Act
522 Miscellaneous – Oyster Growers Damages
524 Miscellaneous – Safety Off. Ben. Act
526 Miscellaneous – Royalty/Penalty Gas Production
528 Miscellaneous – Other
535 Informer's Reward
536 Spent Nuclear Fuel

## Nature-of-Suit Codes for Vaccine Cases

449 Injury – Hepatitis A
453 Injury – Pneumococcal Conjugate
456 Injury – DPT& Polio
457 Injury – D/T
458 Injury – DTP/DPT
459 Injury - Measles
460 Injury – M/M/R
461 Injury – Measles/Rubella
462 Injury – Mumps
463 Injury – Pertussis
464 Injury – Polio – inactive
465 Injury – Polio – other
466 Injury – Rubella
467 Injury – Tetanus & Diphtheria
468 Injury – Tetanus & Tox.
469 Injury – Other
484 Injury – Hepatitis B
485 Injury – Hemophilus Influenza
486 Injury – Varicella
490 Injury – Rotavirus
492 Injury – Thimerosal
494 Injury – Influenza (Flu)
496 Injury – Meningococcal
498 Injury – Human Papillomavirus

452 Death – Hepatitis A
454 Death – Pneumococcal Conjugate
470 Death – DPT & Polio
471 Death – D/T
472 Death – DTP/DPT
473 Death – Measles
474 Death – M/M/R
475 Death – Measles/Rubella
476 Death – Mumps
477 Death – Pertussis
478 Death – Polio – inactive
479 Death – Polio – other
480 Death – Rubella
481 Death – Tetanus & Diphtheria
482 Death – Tetanus & Tox.
483 Death – Other
487 Death – Hepatitis B
488 Death – Hemophilus Influenza
489 Death – Varicella
491 Death – Rotavirus
493 Death – Thimerosal
495 Death – Influenza (Flu)
497 Death – Meningococcal
499 Death – Human Papillomavirus

AGENCY CODES

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

# In the United States Court of Federal Claims

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

## 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 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).

**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.

**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,[1] 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

[1] 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.** | ) | |
| **THE UNITED STATES,** | ) | |
| **Defendant.** | ) | |

## E-NOTIFICATION CONSENT FORM

The undersigned pro se plaintiff in the above-identified case:

- Consents to receiving notice by e-mail via the court's electronic filing system of all electronic filings in the above-identified case, pursuant to Rule 5(b) of the Rules of the United States Court of Federal Claims.
- Waives service and notice by first class mail of all electronic filings in the above identified case, including orders and judgments.
- Must be registered with PACER to view publicly available electronic filings in the above-identified case*.
- Is responsible for immediately notifying the court in writing of any change of e-mail address.

The Clerk of Court is authorized to add plaintiff's e-mail address identified below to the court's electronic filing system. Plaintiff will submit all case filings via e-mail to ProSe_case_filings@cfc.uscourts.gov, through the U.S. Mail, or by deposit in the court's night box located in the lobby of the courthouse.

_____
(Signature of Plaintiff)

_____
(E-mail address)

_____
(Date)

* Publicly available electronic filings are those filings that are not made under seal and are not otherwise restricted.

# 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 of Attorney)

_____
(Printed Name)

_____
(Street Address)

_____
(City, State, ZIP Code)

_____
(Phone Number)