

**Rule 3 - 2.02 Forms to be Filed in Civil Cases.**

**(A) Forms.**

Every complaint or other document commencing a civil case shall be accompanied by a completed Civil Cover Sheet, an Original Filing Form and a Disclosure of Organizational Interests Certificate. These required documents must be filed in the form provided by and available from the Clerk of Court.

**(B) Summons or Waiver.**

Except when plaintiff seeks leave to proceed in forma pauperis, the plaintiff shall provide at the time a complaint is submitted for filing a completed summons or request for waiver of service for each defendant pursuant to Fed.R.Civ.P. 4. Upon the filing of a complaint, process shall issue under the Clerk's signature and seal, or requests for waivers shall be returned to plaintiff for mailing.

(Amended July 10, 2006; effective August 28, 2006)