

**Rule 45 - 2.06. Pro Se Actions.**

**(A) Court-Provided Forms.**

All actions brought by pro se plaintiffs or petitioners should be filed on Court-provided forms where applicable. If an action is not filed on a Court-provided form, the Court, in its discretion, may order the pro se plaintiff or petitioner to file the action on a Court-provided form.

**(B) Change of Address.**

Every pro se party shall promptly notify the Clerk and all other parties to the proceedings of any change in his or her address and telephone number. If any mail to a pro se plaintiff or petitioner is returned to the Court without a forwarding address and the pro se plaintiff or petitioner does not notify the Court of the change of address within thirty (30) days, the Court may, without further notice, dismiss the action without prejudice.

**(C) Issuance of Subpoenas and Writs of Habeas Corpus Ad Testificandum.**

(1) Pro se litigants proceeding in forma pauperis must file a written request for the issuance of any witness subpoenas, setting forth the name and address of each witness for whom a subpoena is sought, along with a brief summary of the substance of the witness' anticipated testimony. The request shall be filed not less than twenty-one (21) days prior to the date set for trial or hearing. In its discretion, the Court may impose this requirement on pro se litigants not proceeding in forma pauperis.

(2) All pro se litigants must include in any application for a writ of habeas corpus ad testificandum for a non-party witness the name, inmate number, if any, and address of the witness, along with a brief summary of the substance of the witness' anticipated testimony. The

application shall be filed not less than 21 days prior to the date set for trial or hearing. In its discretion, the Court may impose this requirement on any other litigant.

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

(Amended September 8, 2009; effective December 1, 2009)