

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLORADO  
GUIDE FOR FILING FEDERAL CIVIL SUITS**

**ITEM**

**REQUIREMENTS**

See Electronic Filing Procedures Section V.D. The filing party needs to submit the following electronically: (Note: only one copy of each document is needed when filing electronically. Copies are needed when filing in paper)

- CIVIL COVER SHEET** (See D.C.COLO.LCivR. 3.1A) Only the original of Form JS44 (Rev. 3/99). Please insert county of residence of plaintiff in Section 1(b). If the United States is the plaintiff insert county of residence of defendant. If the case been removed from state court, furnish the county of residence of both plaintiff and defendant. If case is related to an action in this or other court, you must complete a Related Case form. Contact the Clerk's Office for this form.  
The Civil Cover Sheet must be signed by counsel.
- COMPLAINT** Original plus two copies together with exhibits, if any, for the court. One copy for each defendant to be served as required. When an agent or agency of the U.S. GOVERNMENT OR THE UNITED STATES OF AMERICA is named, one copy is needed for each named defendant, plus a copy for the U. S. Attorney and one more for the U. S. Attorney General. (EXAMPLE: Eve E. Slater, M.D., F.A.C.C, Secretary of Health and Human Services will require three copies.)
- SIGNATURE** (See D.C.COLO.LCivR 83.5 and Electronic Case Filing Procedures)  
The complaint and all original pleadings must be signed by a member of the bar of this court. Counsel's name, complete address, telephone number, email address and party represented must be typed on all pleadings. The address of the plaintiff should be typed on the last page of the complaint.
- SUMMONS** Original plus one for each defendant.
- SERVICE** Service must be made in accordance with Rule 4 of the Federal Rules of Civil Procedure. (Fed.R.Civ.P.4)
- COURT FEES** \$350.00 filing fee in cash, money order, credit card or check payable to the CLERK, U.S. DISTRICT COURT for each case (whether Complaint or Notice of Removal.)  
There are NO fees for jury demand, answer, counterclaims, etc.  
\$5.00 filing fee for Habeas Corpus, 28 U.S.C. §2241 and § 2254 actions.  
\$455.00 filing fee and docketing fee for Notice of Appeal (to be paid together).

NOTICE OF REMOVAL (See D.C.COLO.LCivR 81.1)

Original plus two copies of Notice of Removal, attaching copies of all state court pleadings served on counsel in accordance with 28 U.S.C. §1446. Pursuant to D.C.COLO.LCivR 3.1B a properly completed Supplemental Civil Cover Sheet for Notices of Removal is required. Additionally, pursuant to D.C.COLO.LCivR 81.1, a removing party shall promptly file with the court three sets of copies of all state court pleadings. If a hearing is pending in the state court, the state court judge shall be notified of the removal and federal judge shall be notified of the state court setting. A copy of the Certificate of Service to all counsel and the state court is required.

**FYI - The size of any pleading or attachment can be no larger than 2 megabytes.** See ECF Procedures for how to submit larger documents. Attorneys must file all subsequent pleadings through the Court's ECF system.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE INTAKE CLERK OF THIS  
COURT AT 303-844-3433.  
UNITED STATES DISTRICT COURT DISTRICT OF COLORADO  
901 19TH STREET  
DENVER, COLORADO 80294-3589  
PHONE (303) 844-3433**