



- a. Parties to this previous lawsuit:  
 Plaintiff \_\_\_\_\_  
 \_\_\_\_\_  
 Defendants \_\_\_\_\_  
 \_\_\_\_\_
- b. Court \_\_\_\_\_  
 \_\_\_\_\_
- c. Docket or case number \_\_\_\_\_
- d. Name of judge to whom case was assigned \_\_\_\_\_
- e. Disposition (For example: Was the case dismissed? If so, what was the basis for dismissal? Was it appealed? Is it still pending?) \_\_\_\_\_
- f. Issues raised: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- g. Approximate date of filing lawsuit: \_\_\_\_\_
- h. Approximate date of disposition \_\_\_\_\_

**B. EXHAUSTION OF ADMINISTRATIVE REMEDIES**

1. Is there a grievance procedure available at the institution where the events relating to your current complaint occurred?  Yes  No
2. Have you filed a grievance concerning the facts relating to your current complaint?  Yes  No

If your answer is no, explain why not \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Is the grievance procedure completed?  Yes  No

If your answer is no, explain why not \_\_\_\_\_  
 \_\_\_\_\_

4. Please attach copies of papers related to the grievance procedure.

**C. JURISDICTION**

This complaint alleges that the civil rights of plaintiff \_\_\_\_\_  
(print plaintiff's name)  
 who presently resides at \_\_\_\_\_  
(mailing address or place of confinement)  
 were violated by the actions of the defendant(s) named below, which actions were directed against plaintiff at  
 \_\_\_\_\_  
(institution/city where violation occurred)

on (date or dates) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Claim I) (Claim II) (Claim III)

**NOTE:** You need not name more than one defendant or allege more than one claim. If you are naming more than five (5) defendants, make a copy of this page to provide the information for additional defendants.

1. Defendant \_\_\_\_\_ resides or works at  
(full name of first defendant)  
\_\_\_\_\_  
(full address of first defendant)  
\_\_\_\_\_  
(defendant's position and title, if any)

The defendant is sued in his/her (Check one or both):  individual  official capacity.

Explain how this defendant was acting under color of law:

\_\_\_\_\_  
\_\_\_\_\_

2. Defendant \_\_\_\_\_ resides or works at  
(full name of first defendant)  
\_\_\_\_\_  
(full address of first defendant)  
\_\_\_\_\_  
(defendant's position and title, if any)

The defendant is sued in his/her (Check one or both):  individual  official capacity.

Explain how this defendant was acting under color of law:

\_\_\_\_\_  
\_\_\_\_\_

3. Defendant \_\_\_\_\_ resides or works at  
(full name of first defendant)  
\_\_\_\_\_  
(full address of first defendant)  
\_\_\_\_\_  
(defendant's position and title, if any)

The defendant is sued in his/her (Check one or both):  individual  official capacity.

Explain how this defendant was acting under color of law:

\_\_\_\_\_  
\_\_\_\_\_

4. Defendant \_\_\_\_\_ resides or works at  
(full name of first defendant)  
\_\_\_\_\_  
(full address of first defendant)  
\_\_\_\_\_  
(defendant's position and title, if any)

The defendant is sued in his/her (Check one or both):  individual  official capacity.

Explain how this defendant was acting under color of law:

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5. Defendant \_\_\_\_\_ resides or works at  
(full name of first defendant)  
\_\_\_\_\_  
(full address of first defendant)  
\_\_\_\_\_  
(defendant's position and title, if any)

The defendant is sued in his/her (Check one or both):  individual  official capacity.

Explain how this defendant was acting under color of law:

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