

TIPS FOR FILING SOCIAL SECURITY CASES

Social Security cases begin in one of two ways. The petitioner/plaintiff **EITHER** pays the filing fee and opens the case with a complaint **OR** the petitioner/plaintiff files an IFP (in forma pauperis) motion seeking permission to file without paying the filing fee.

IF the petitioner/plaintiff is paying the filing fee, the following apply.

1. The Complaint is filed electronically via CM/ECF with the following attachments:
 - a. A Civil Cover Sheet (Available on our website under forms.)
 - b. Three Completed Summons - One Each For:
 - U.S. Attorney, EDNC, Civil Process Clerk
 - U.S. Attorney General (enter name)
 - Commissioner, Social Security Administration, (enter name)
 - c. A financial disclosure statement IS required.

The screenshot shows the CM/ECF website interface. At the top is a dark blue navigation bar with the CM/ECF logo on the left and links for Civil, Criminal, Query, Reports, Utilities, and Logout on the right. Below this is a yellow section titled "Civil Events". On the left side of this section, there are three main categories: "Open a Civil Case" with a link to "Atty Open CV Case"; "Initial Pleadings and Service" with links to "Complaints, Other Initiating Documents", "Service of Process", "Answers to Complaints", and "Other Answers"; and "Motions and Related Filings" with links to "Motions" and "Responses and Replies". On the right side, there is a section titled "Other Filings" with links to "ADR Documents", "Discovery Documents", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents". A large teal arrow points downwards from the "Initial Pleadings and Service" section towards the "Other Filings" section, and another large teal arrow points upwards from the "Motions and Related Filings" section towards the "Other Filings" section.

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ECF Civil • Criminal • Query • Reports • Utilities • Logout

Complaints and Other Initiating Documents

4:06-cv-00085-BO Richardson v. Barnhart

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename Browse...

2) At your option, select a document category, enter a description, and select a type.

Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next

N:\cmecf tips&FAQs\civilcover.pdf
 N:\cmecf tips&FAQs\SMednccivilprocess.pdf
 N:\cmecf tips&FAQs\SMUSAG.pdf
 N:\cmecf tips&FAQs\SMSSComm.pdf

Add to List
 Remove from List

Next

2. The Clerk's Office will issue and docket the summonses. Electronic filers may then print their summonses from CM/ECF. ** Manual filers must *either* provide a self-addressed, postage-paid envelope so that the case manager can return the summonses *or* stop by our office to pick up the summonses.
3. Once Service is made, the Government has 60 days to file an answer.
4. When the answer is filed, the Court will issue a directive regarding motion filing deadlines for the case.

IF the petitioner/plaintiff is filing a IFP (in forma pauperis) motion, the following apply.

5. The IFP motion is filed electronically with the following included as attachments to the motion: **DO NOT FILE THE COMPLAINT.**
 - a. The Proposed Complaint
 - b. A Civil Cover Sheet (Available on our website under forms.)
 - c. Three Completed Summons - One Each For:
 - U.S. Attorney, EDNC, Civil Process Clerk
 - U.S. Attorney General (enter name)
 - Social Security Administration General Counsel (enter name)

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- d. Three Completed USM 285 Forms - One For Each Summons (285 Form is available on our website under forms.)
- e. Attach each 285 with the corresponding summons.




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CM ECF Civil • Criminal • Query • Reports • Utilities • Logout

Motions
 5:06-cv-00085-F United States Of America v. Davis CASE CLOSED on 03/10/2006

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

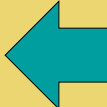
Filename
 

2) At your option, select a document category, enter a description, and select a type.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next

N:\cmecef tips&FAQs\proposedcmp.pdf	<input type="button" value="Add to List"/>
N:\cmecef tips&FAQs\SMw285civilprocess.pdf	
N:\cmecef tips&FAQs\SMw625AttyGen.pdf	<input type="button" value="Remove from List"/>
N:\cmecef tips&FAQs\SMw285SSComm.pdf	
N:\cmecef tips&FAQs\civilcover.pdf	



5a. If the IFP motion is allowed, the Clerk’s Office will issue the summonses and submit the same along with the 285 forms to the U.S. Marshal for service.

Steps 3 and 4 from above will then apply.

5b. If the IFP motion is denied, the Court’s order will issue further instructions.