

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
OFFICE OF THE CLERK**

NOTICE

The Emergency Filings email address is monitored solely for the purpose of making arrangements for a non-electronic filing.

To make arrangements for an emergency filing, please provide your telephone number to the Clerk's Office by sending an email to: Emergency_Filings@kyed.uscourts.gov. **Include a brief explanation why the filing cannot be made during regular business hours.**

Please be advised that emailing a document to the clerk's office or to the assigned judge does not constitute filing the document.

Pro Se Litigants (filing without the assistance of an attorney)

The following information is provided to give you some basic, practical information.

A party proceeding *pro se* shall not file electronically, unless otherwise permitted by the Court.

Pro Se filers shall file paper originals of all documents with the Clerk.

Documents that you wish to file must be either hand-delivered to our office or mailed to the United States District Court Clerk's Office at one of the addresses listed below:

1405 Greenup Avenue Ashland, KY 41101	35 W. 5 th Street Covington, KY 41011	101 Barr Street Lexington, KY 40507
330 W. Broadway Frankfort, KY 40601	310 S. Main Street London, KY 40741	

If you wish to file a document without the assistance of an attorney, this notice will give you some basic information. However, the Federal Rules of Civil Procedure, the Court's Local Rules, and Court orders control over anything written here. These rules are available at <http://www.kyed.uscourts.gov>.

- A. The Clerk's Office cannot give you legal advice. We cannot:
- (1) Recommend a course of action
 - (2) Interpret rules
 - (3) Predict when a judge will rule on your case
 - (4) Predict if you will win or lose a motion or your claim, or
 - (5) Explain what a Court Order means.

The Clerk's office can only answer general questions about how to file document with the Court and Court procedures.

- B. Every document you file in the case **must**
- (1) Include the case number and caption
 - (2) State the type of document (i.e., "COMPLAINT" or "MOTION")
 - (3) Be signed and dated
 - (4) If you are a prisoner, include your inmate number
 - (5) State your mailing address,
 - (6) If you are not a prisoner, also state your residential address and phone number, and
 - (7) Include a certificate of service.

- C. In any complaint, motion, or exhibit you file, do **NOT** include or display:
- (1) Your Social Security number or taxpayer identification number,
 - (2) Your birth date,
 - (3) The name of any minor child, or
 - (4) Financial account numbers.

F.R.Civ.P. 5.2 provides more details and is attached hereto for reference. If you include this kind of personal information in your documents, it will be available to the public through the internet at the Court's website.

- D. Documents must be typed or use clear readable handwriting in black ink. Documents must not be stapled or bound.

- E. Documents that you wish to file in your case must either be hand-delivered to our office or mailed.

Do **NOT** send letters directly to the judge. Any envelope addressed to a judge's chambers will be redirected to the Clerk's Office. Our office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

- F. For every document that you (a) send to the Court, (b) receive from another party, or (c) receive from the Court, keep a copy for your own records.

The Court charges 50¢ per page to make copies for you. If you want to receive a file-stamped copy of your own motion for your records, send a second copy along with the original and include a return envelope with sufficient postage prepaid.

- G. After your complaint is filed, the Court may advise you that it must review or "screen" your case before it can proceed further. Be patient, this may take several months.

- H. Once the defendant has filed a response in your case, you **must** mail a copy of any document you file with the Court to the defendant or their attorney in the case.

Each document you file must also include a "certificate of service" stating that you mailed the copy and the date you did so.

- I. If your mailing address or telephone number changes, you must **immediately** file a **written** Notice of Change of Address. If you don't the Court might rule against you on a motion or dismiss your case because it cannot contact you.

- J. The Clerk's Office may assist you with procedural matters, but if you seek legal relief, you must file a formal motion with the Court.