

## About These Forms

- 1. In General.** This and the other pleading forms available from the [www.uscourts.gov](http://www.uscourts.gov) website illustrate some types of information that are useful to have in complaints and some other pleadings. The forms do not try to cover every type of case. They are limited to types of cases often filed in federal courts by those who represent themselves or who may not have much experience in federal courts.
- 2. Not Legal Advice.** No form provides legal advice. No form substitutes for having or consulting a lawyer. If you are not a lawyer and are suing or have been sued, it is best to have or consult a lawyer if possible.
- 3. No Guarantee.** Following a form does not guarantee that any pleading is legally or factually correct or sufficient.
- 4. Variations Possible.** A form may call for more or less information than a particular court requires. The fact that a form asks for certain information does not mean that every court or a particular court requires it. And if the form does not ask for certain information, a particular court might still require it. Consult the rules and caselaw that govern in the court where you are filing the pleading.
- 5. Examples Only.** The forms do not try to address or cover all the different types of claims or defenses, or how specific facts might affect a particular claim or defense. Some of the forms, such as the form for a generic complaint, apply to different types of cases. Others apply only to specific types of cases. Be careful to use the form that fits your case and the type of pleading you want to file. Be careful to change the information the form asks for to fit the facts and circumstances of your case.
- 6. No Guidance on Timing or Parties.** The forms do not give any guidance on when certain kinds of pleadings or claims or defenses have to be raised, or who has to be sued. Some pleadings, claims, or defenses have to be raised at a certain point in the case or within a certain period of time. And there are limits on who can be named as a party in a case and when they have to be added. Lawyers and people representing themselves must know the Federal Rules of Civil Procedure and the caselaw setting out these and other requirements. The current Federal Rules of Civil Procedure are available, for free, at [www.uscourts.gov](http://www.uscourts.gov).
- 7. Privacy Requirements.** Federal Rule of Civil Procedure 5.2 addresses the privacy and security concerns over public access to electronic court files. Under this rule, papers filed with the court should not contain anyone's full social-security number or full birth date; the name of a person known to be a minor; or a complete financial-account number. A filing may include only the last four digits of a social-security number and taxpayer identification number; the year of someone's birth; a minor's initials; and the last four digits of a financial-account number.

IN THE UNITED STATES DISTRICT COURT  
FOR THE \_\_\_\_\_ DISTRICT OF \_\_\_\_\_  
\_\_\_\_\_ DIVISION

*(Write the District and Division, if any, of  
the court in which the complaint is filed.)*

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*(Write the full name of each plaintiff who filed the  
complaint. If the names of all the plaintiffs cannot  
fit in the space above, please write "see attached"  
in the space and attach an additional page with the  
full list of names.)*

**-against-**

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*(Write the full name of each defendant who is  
being sued. If the names of all the defendants  
cannot fit in the space above, please write "see  
attached" in the space and attach an additional  
page with the full list of names.)*

**The Defendant's Answer to the  
Complaint**

Case No. \_\_\_\_\_

Jury Trial:     Yes     No  
*(check one)*

**I. The Parties Filing This Answer to the Complaint**

Provide the information below for each defendant filing this answer or other response to the allegations in the plaintiff’s complaint. Attach additional pages if needed.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and County \_\_\_\_\_  
State and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**II. The Answer and Defenses to the Complaint**

**A. Answering the Claims for Relief**

On a separate page or pages, write a short and plain statement of the answer to the allegations in the complaint. Number the paragraphs. The answer should correspond to each paragraph in the complaint, with paragraph 1 of the answer corresponding to paragraph 1 of the complaint, etc. For each paragraph in the complaint, state whether: the defendant admits the allegations in that paragraph; denies the allegations; lacks sufficient knowledge to admit or deny the allegations; or admits certain allegations but denies, or lacks sufficient knowledge to admit or deny, the rest.

**B. Presenting Defenses to the Claims for Relief**

Write a short and plain statement identifying the defenses to the claims, using one or more of the following alternatives that apply.

1. The court does not have subject-matter jurisdiction over the claims because *(briefly explain why there is no federal-question jurisdiction or diversity-of-citizenship jurisdiction; see the complaint form for more information)*

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

2. The court does not have personal jurisdiction over the defendant because *(briefly explain)*

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3. The venue where the court is located is improper for this case because  
*(briefly explain)*

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4. The defendant was served but the process—the form of the summons—  
was insufficient because *(briefly explain)*

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5. The manner of serving the defendant with the summons and complaint  
was insufficient because *(briefly explain)*

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6. The complaint fails to state a claim upon which relief can be granted  
because *(briefly explain why the facts alleged, even if true, are not enough  
to show the plaintiff's right to recover)*

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7. Another party *(name)* \_\_\_\_\_ needs to be joined (added) in  
the case. The reason is *(briefly explain why joining another party is  
required)*

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- a. If the basis for subject-matter jurisdiction is diversity of citizenship, state the effect of adding the other party:

The other party is a citizen of the State of *(name)*  
\_\_\_\_\_. Or is a citizen of *(foreign nation)*  
\_\_\_\_\_. The amount of damages sought from  
this other party is *(specify the amount)* \_\_\_\_\_.

- b. If the claim by this other party is based on an alleged violation of a federal constitutional or statutory right, state the basis:

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

**C. Asserting Affirmative Defenses to the Claims for Relief**

Identify an affirmative defense or avoidance that provides a basis for the defendant to avoid liability for one or more of the plaintiff's claims even if the basis for the claim is met. Any affirmative defense or avoidance must be identified in the answer. Include any of the following that apply, as well as any others that may apply.

The plaintiff's claim for *(specify the claim)*

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

is barred by *(identify one or more of the following that apply)*:

1. Accord and satisfaction *(briefly explain)*

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

2. Arbitration and award *(briefly explain)*

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

3. Assumption of risk (*briefly explain*)

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4. Contributory or comparative negligence of the plaintiff (*briefly explain*)

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5. Duress (*briefly explain*)

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6. Estoppel (*briefly explain*)

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7. Failure of consideration (*briefly explain*)

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8. Fraud (*briefly explain*)

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9. Illegality (*briefly explain*)

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10. Injury by fellow employee (*briefly explain*)

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11. Laches (Delay) (*briefly explain*)

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12. License (*briefly explain*)

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13. Payment (*briefly explain*)

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14. Release (*briefly explain*)

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15. Res judicata (*briefly explain*)

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16. Statute of frauds (*briefly explain*)

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17. Statute of limitations (*briefly explain*)

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18. Waiver (*briefly explain*)

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19. Other (*briefly explain*)

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**D. Asserting Claims Against the Plaintiff (Counterclaim) or Against Another Defendant (Cross-Claim)**

For either a counterclaim against the plaintiff or a cross-claim against another defendant, state briefly the facts showing why the defendant asserting the counterclaim or cross-claim is entitled to the damages or other relief sought. Do not make legal arguments. State how each opposing party was involved and what each did that caused the defendant harm or violated the defendant's rights, including the dates and places of that involvement or conduct. If more than one counterclaim or cross-claim is asserted, number each claim and write a short and plain statement of each claim in a separate paragraph. Attach additional pages if needed.

1. The defendant has the following claim against the plaintiff (*specify the claim and explain it; include a further statement of jurisdiction, if needed*):

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2. The defendant has the following claim against one or more of the other defendants (*specify the claim and explain it; include a further statement of jurisdiction, if needed*):

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3. State briefly and precisely what damages or other relief the party asserting a counterclaim or cross-claim asks the court to order. Do not make legal arguments. Include any basis for claiming that the wrongs alleged are continuing at the present time. Include the amounts of any actual damages claimed for the acts alleged and the basis for these amounts. Include any punitive or exemplary damages claimed, the amounts, and the reasons that are alleged to entitle the party to actual or punitive money damages.

a. The defendant asserting the counterclaim or cross-claim against (*specify who the claim is against*) \_\_\_\_\_ alleges that the following injury or damages resulted (*specify*):

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- b. The defendant seeks the following damages or other relief  
(specify):

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**III. Certification and Closing**

Under Federal Rule of Civil Procedure 11, by signing below, I certify to the best of my knowledge, information, and belief that this answer: (1) is not being presented for an improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation; (2) is supported by existing law or by a nonfrivolous argument for extending, modifying, or reversing existing law; (3) the factual contentions have evidentiary support or, if specifically so identified, will likely have evidentiary support after a reasonable opportunity for further investigation or discovery; and (4) the answer otherwise complies with the requirements of Rule 11.

**A. For Parties Without an Attorney**

I agree to provide the Clerk's Office with any changes to my address where case-related papers may be served. I understand that my failure to keep a current address on file with the Clerk's Office may result in the dismissal of my case.

Date of signing: \_\_\_\_\_, 20\_\_.

Signature of Defendant \_\_\_\_\_

Printed Name of Defendant \_\_\_\_\_

**B. For Attorneys**

Date of signing: \_\_\_\_\_, 20\_\_.

Signature of Attorney \_\_\_\_\_

Printed Name of Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Name of Law Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number

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E-mail Address

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