

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

**FORMS AND INSTRUCTIONS
for
FILING A SOCIAL SECURITY APPEAL CASE**

1) Social Security Complaint form

The complaint must be legibly handwritten or typewritten on the form provided by the Court. It must be signed by the *pro se* plaintiff. All questions must be answered concisely in the proper space provided on the form. Do NOT write on the back of any page. **Keep a copy of the complaint for your files. The current fee for filing a civil action may be located at <https://www.kywd.uscourts.gov/court-fees>**

2) Civil Cover Sheet form

Complete the Civil Cover Sheet to the best of your ability, and be sure to sign and date at the bottom. **The Civil Cover Sheet should be filed with your complaint.**

3) Summons forms and USM-285 form*

For service of your case against the Social Security Administration, you must serve: (1) the Commissioner of Social Security; (2) the Attorney General of the United States; and (3) the United States Attorney for the Western District of Kentucky. The service addresses for all three are set forth in the next section below. Service upon the United States, and its Agencies, Corporations or Officers must be in accordance with Federal Rule of Civil Procedure 4(I).

When you file your complaint and Civil Cover Sheet with the Clerk's Office, you are required to tender completed summons forms for service as set forth in the previous paragraph. If you are requesting to proceed *in forma pauperis* or without prepayment of fees, a USM-285 form must be completed for each of the three tendered summonses. If you are granted leave to proceed *in forma pauperis* or without prepayment of fees, the Clerk of Court will issue and forward the summonses, with a copy of the complaint and the completed USM-285 form to the United States Marshal Service (USMS) for service.

PROPER SERVICE OF SOCIAL SECURITY COMPLAINTS

Office of the Regional Chief Counsel, Region V
Social Security Administration
Harold Washington Social Security Center
600 West Madison Street, 6th Fl
Chicago, IL 60661-2474

United States Attorney
Western District of Kentucky
717 West Broadway
Louisville, KY 40202

United States Attorney General
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530-0001

This information is current as of June, 2021. You are advised to ensure that these addresses are accurate prior to tendering summonses and serving your complaint.

*The USM-285 form is required only if you are requesting to proceed *in forma pauperis* or without prepayment of fees.

4) Non-Prisoner Application to Proceed Without Prepayment of Fees form

If you are unable to pay the filing fee, you should complete the Non-Prisoner Application to Proceed Without Prepayment of Fees form. Either the filing fee or the request to proceed without prepayment must be included with the filing of the Complaint.

FILING YOUR CASE WITH THE COURT

Upon completion of the Social Security Complaint, Civil Cover Sheet, tendered Summonses, and USM-285 forms (if applicable), you may either mail or hand-deliver the documents for filing at any one of the following Clerk's offices in the Western District of Kentucky. If you are unable to pay the filing fee, you must also include your Non-Prisoner Application to Proceed Without Prepayment of Fees. (Note: If you reside in a county outside of the Western District, you will need to consult with that district's filing procedures. If you are unsure, you may call any of the numbers below to confirm that you reside in a county in which the Western District has jurisdiction.)

LOUISVILLE	PADUCAH
601 W. Broadway, Rm 106 Gene Snyder United States Courthouse Louisville, KY 40202 502-625-3500	501 Broadway, Suite 127 Paducah, KY 42001-6801 270-415-6400
BOWLING GREEN	OWENSBORO
241 East Main Street, Suite 120 Bowling Green, KY 42101-2175 270-393-2500	423 Frederica Street, Suite 126 Owensboro, KY 42301-3013 270-689-4400

CHECKLIST FOR FILING A SOCIAL SECURITY COMPLAINT

- Completed Social Security Complaint form
- Completed Civil Cover Sheet form
- Completed Summons forms
- *Any person seeking judicial review of a decision of the Commissioner of Social Security under §205(g) of the Social Security Act, 42 U.S.C. §405(g), shall provide, on a separate sheet of paper attached to the copies of the complaint served on the Commissioner and the United States Attorney, the name and social security number of the worker on whose wage record the application for benefits was filed.*
- Pay the current fee for filing a civil action may be located at <https://www.kywd.uscourts.gov/court-fees>
- **OR**
- Completed Non-Prisoner Application to Proceed Without Prepayment of Fees form
- Completed USM-285 forms