

**CHECKLIST FOR PLAINTIFFS WITHOUT LAWYERS (*Pro Se*)**  
**FILING A SOCIAL SECURITY CASE**

- I filled out the Complaint form to the best of my ability, including the locations on the form that ask me to describe my disability and what I believe the Administrative Law Judge did wrong.
- I signed the Complaint and included my recent contact information (address, phone number, email address). I also included alternate contact information if I have alternate contact information where I can be reached.
- I attached a copy of the Administrative Law Judge’s decision and the Appeals Council’s Letter to my Complaint. If I did not attach those documents to my Complaint at the time of filing, I sent those documents to the Clerk of Court with a “Notice to Append Exhibits to Social Security Complaint.” I included in my Notice the civil action number provided for my case in the “Notice of Guidelines” sent to me by the Clerk of Court. **PLEASE NOTE: If you do not submit these documents, you may still file your Complaint. However, if you are asking the Court to appoint a lawyer to represent you, failure to attach these documents may result in delays in finding a lawyer willing to take your case.**
- I included a check for \$405 made payable to “Clerk, U.S. District Court” **OR** if I cannot afford to pay the fees, I have completed and signed a Motion to Proceed *In Forma Pauperis*.
- If I want the Court to help me find a lawyer, I have read the “Notice to Plaintiffs Without Lawyers (*Pro Se*) in Social Security Cases Regarding Appointment of Counsel,” and completed the Court’s form Motion for Appointment of Attorney. **PLEASE NOTE: The Court maintains a panel of lawyers who may be willing to represent you after reviewing your case. The Court cannot refer your case to the panel unless you complete the Court’s form motion, which includes an acknowledgment that the lawyers on the panel will have access to personal identifying information in your case records. Referral of your case to the panel does not guarantee that a lawyer will be willing to represent you.**
- I mailed my paperwork to the Clerk of Court, or I brought my paperwork to the Clerk’s Office for filing. *Paperwork may be mailed, or placed in the lobby drop box, or filed electronically using the EDS system on the court's website <https://www.paed.uscourts.gov/pro-se/pro-se-eds>.*

This form is intended to provide guidance to individuals seeking review of the denial of social security benefits in federal court. It is not intended as legal advice.

**DO NOT FILE THIS FORM WITH THE COURT.**