

**Title II. Commencement of Action; Service of Process, Pleadings,
Motions, and Orders**

F.R.Civ.P. 3. Commencing an Action

LRCiv 3.1

CIVIL COVER SHEET; PATENT, TRADEMARK, AND COPYRIGHT NOTICES

(a) **Civil Cover Sheet.** A pleading initiating a civil action must be accompanied by a completed JS 44 Civil Cover Sheet form. The Clerk is authorized and instructed to require a complete and executed AO form JS 44, Civil Cover Sheet, which shall accompany each civil case to be filed.

(b) **Detainees and Pro Se Litigants.** Persons filing civil cases who are at the time of such filing in custody of Civil, State, or Federal institutions, and persons filing civil cases pro se, are exempted from the foregoing requirements.

(c) **Patent, Trademark, and Copyright Notices.** A pleading initiating an action that includes a patent, trademark, or copyright claim must be accompanied by a Notice of Filing—Copyright, Trademark or Patent Information and the appropriate completed AO 120 (patent and trademark) or AO 121 (copyright) form(s). If any other patent, trademark, or copyright is later included in the action by amendment, answer, or other pleading, the document must be accompanied by a supplemental Notice and the appropriate form(s).