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## Forms

All of the following documents are in Portable Document Format (pdf) and require that you have Adobe Acrobat Reader installed on your computer. You can download and install Adobe Acrobat Reader for free by clicking on the button below.



- [Civil Forms](#)
- [Criminal Forms](#)
- [Pro Se Forms](#)
- [Attorney Admission](#)
- [General](#)

## Civil Forms

### Forms for Commencing an Action in the District Court (including Removals)

To open a new civil case, complete these forms and send to: [wibd\\_newcases@wibd.uscourts.gov](mailto:wibd_newcases@wibd.uscourts.gov)

- [JS-44 Civil Cover Sheet](#)
- [New Case Party Information Form](#)

### Summons or Waiver of Service

#### [Summons in a Civil Action - AO 440](#)

If you wish to create your own summons form, you must use the language provided and include a signature line for both the clerk of court and a deputy clerk.

#### [Third Party Summons in a Civil Action - AO 441](#)

Use this summons when filing a third-party complaint. If you wish to create your own summons form, then you must use the language provided and include a signature line for both the clerk of court and a deputy clerk.

#### [Notice of Lawsuit and Request for Waiver of Service of Summons - AO 398](#)

Used with form AO 399. Use when requesting waiver of service of summons.

#### [Waiver of Service of Summons - AO 399](#)

Used with form AO 398. Use when requesting waiver of service of summons.

### Forms Distributed by the Clerk at the Time of Commencing an Action

#### [Notice, Consent and Reference of a Civil Action to a Magistrate Judge - AO 85](#)

#### [Notice of Assignment to a Magistrate Judge and Consent/Request for Reassignment](#)

This form is used **only** in cases assigned to Magistrate Judge Stephen Crocker. Complete this form and send to [consents@wibd.uscourts.gov](mailto:consents@wibd.uscourts.gov) two weeks prior to the Preliminary Pretrial Conference. Do not electronically file this form.

#### [Disclosure of Corporate Affiliations and Financial Interest](#)

To be completed by all corporate parties.

#### [Notice to Creditors in a United States Foreclosure Action](#)

Explains the role of creditors listed as defendants in U.S. foreclosure actions.

#### [Report on the Filing or Determination of an Action Regarding a Patent or Trademark - AO 120](#)

The clerk's office distributes this form to the director of the U.S. Patent and Trademark Office pursuant to 35 U.S.C. § 290 and/or 15 U.S.C. § 1116.


#### [Report on the Filing or Determination of an Action or Appeal Regarding a Copyright - AO 121](#)

The clerk's office distributes this form to the Register of Copyrights pursuant to 17 U.S.C. § 508.

### Subpoena Forms

- [Subpoena in a Civil Case - AO 88](#)
- [Subpoena to Testify at a Deposition in a Civil Action - AO 88A](#)

**ONLINE SERVICES**

 Case Finder (PACER)

e-Filing (CM / ECF)

e-juror

CJA eVoucher

Forms

Local Rules

Opinion Search

e-Filing Procedures

Registration for ECF

Central Violations Bureau

[Subpoena to Produce Documents or Information, or to Permit Inspection of Premises - AO 88B](#)

**Entry of Default and Default Judgment under Fed. R. Civ. P. 55**

[Default Judgment Packet - Instructions and Forms](#)

**Appeal Forms**

[Notice of Appeal](#)

[Appeal Packet for the U.S. Court of Appeals for the Seventh Circuit](#)

[Seventh Circuit Transcript Information Sheet](#)

[Federal Circuit Court of Appeals Transcript Purchase Order](#)

Complete within 10 days of filing a Notice of Appeal.

For additional information see <http://www.ca9c.uscourts.gov/>

**Other Forms**

[Exhibit Form](#) (PDF) and [\(Word\)](#) - Please reproduce on yellow paper

[Electronic Transcript Instructions](#) and [Notice of Intent to Request Redaction](#)

Information regarding the availability of transcripts of court proceedings. During the first 90 days after a transcript is produced, copies are available only through the court reporter. After 90 days, the restrictions is removed and a copy may be purchased from PACER or the clerk's office.

[Notice of Appearance - AO 458](#)

[Bill of Costs - AO 133](#)

[Rules Governing Judicial Misconduct or Disability and Complaint Form](#)

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**Criminal Forms**

**Criminal Justice Act**

[CJA 21 Authorization and Voucher for Expert and Other Services](#)

[CJA 23 Financial Affidavit](#)

[CJA 24 Authorization and Voucher for Payment of Transcript](#)

**Subpoena Forms**

[Subpoena in a Criminal Case - AO 89](#)

**Appeal Forms**

[Notice of Appeal](#)

[Appeal Packet for the U.S. Court of Appeals for the Seventh Circuit](#)

[Seventh Circuit Transcript Information Sheet](#)

[Federal Circuit Court of Appeals Transcript Purchase Form](#)

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[Notice of Appearance - AO 458](#)

[Exhibit Form](#) - Please reproduce on yellow paper

[Notice Regarding § 3582 Motions](#)

New [Notice Regarding § 3582 Motions](#); effective July 14, 2011

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**Pro Se Forms**

[Non-Prisoner Complaint Package - Instructions and Forms](#)

For use in filing a civil complaint without the assistance of counsel.

[Prisoner Complaint Package - Instructions and Forms for Filing a Civil Rights Complaint under 42 U.S.C. § 1983](#)

[Petition and Affidavit to Proceed without Prepayment of Fees](#)

Use this form to request that the court waive prepayment of the civil filing fee.

[CM/ECF Registration Form for Pro Se Litigants](#)

[Exhibit List and Procedure for Pro Se Litigants](#)

[Summary Judgment Procedure in Cases Assigned to Judge Barbara B. Crabb](#)

[Summary Judgment Procedure in Cases Assigned to Judge William M. Conley](#)

[Summary Judgment Procedure in Cases Assigned to Judge James D. Peterson](#)

[Motion under 28 U.S.C. § 2255 to Vacate, Set Aside or Correct a Sentence by a Person in Federal Custody - AO 243](#)

[State Habeas Corpus Package - 28 U.S.C. § 2254](#)

[Petition for Writ of Habeas Corpus by a Person in Federal Custody - 28 U.S.C. § 2241](#)

## ***Attorney Admission Forms***

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[Motion for Admission Pro Hac Vice](#)

Please register for CM/ECF prior to completing this form. Once registered, the attorney seeking admission must file the motion and pay the fee electronically.

[Seventh Circuit Standards for Professional Conduct](#)

You must be familiar with these standards when applying to practice in this district.

## ***General Forms***

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[U.S. District Court Fee Schedule](#)

[U.S. District Court Local Rules](#)

