



CÓMO INTERPONER UNA DEMANDA POR SÍ MISMO

EN EL TRIBUNAL FEDERAL DE LOS ESTADOS UNIDOS DISTRITO DE ARIZONA

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I. INTRODUCCIÓN

Estas directrices de procedimiento se escribieron y recopilaron para ayudar a los individuos que deseen interponer una demanda en lo Civil por sí mismos (Pro Se) en el Tribunal Federal del Distrito de Arizona y también en los casos cuando se ha determinado que el individuo es indigente (o sea, sin tener que pagar por adelantado las costas o tarifas de la demanda en este tribunal). Este compendio contiene ejemplos de la mayoría de los documentos necesarios para iniciar el proceso de demanda en el Tribunal Federal así como también copias de las Reglas Federales o Locales de Procedimiento en lo Civil a las que se hace referencia.

Estas directrices **NO PUEDEN** tomar el lugar de la asesoría legal de un abogado ya que no son completas y su único propósito es ayudarle a usted a entender los términos y procedimientos básicos requeridos en el tribunal.

Este compendio debe considerarse solamente como una orientación general. Todos los documentos que usted interponga deben cumplir con lo dispuesto en las Reglas Federales de Procedimiento en lo Civil (Fed.R.Civ.P.) y las Reglas Locales de Derecho en el Distrito de Arizona. El hecho de que a usted no lo represente un abogado no le exime de esta responsabilidad fundamental. Es necesario cumplir con estas reglas.

Tenga presente que al personal de la Secretaría del Tribunal se le prohíbe dar asesoramiento legal conforme al inciso 955 del Título 28 del Código de los EE.UU. Esto significa que no pueden:

- **explicarle las reglas;**
- **recomendarle el curso de acción a tomar;**
- **predecir qué decisión pueda tomar el juez federal con respecto a cualquier asunto;**
- **explicarle el significado o efecto de una orden o fallo judicial.**

II. TERMINOLOGÍA

Para que usted se familiarice con conceptos que escuchará frecuentemente, la siguiente es una lista de algunos términos legales y sus definiciones:

PRO SE (Pro Se)

Si interpone la demanda por sí mismo y se representa a sí mismo,, está actuando pro se.

IN FORMA PAUPERIS (In Forma Pauperis)

Proceder sin pagar por adelantado las costas o tarifas por interponer una demanda.

PLAINTIFF (Demandante)

El que interpone el escrito de demanda contra un individuo, corporación, compañía o agencia gubernamental.

DEFENDANT (Demandado)

La persona o entidad demandada.

LITIGANT (Litigante)

Una de las partes de la demanda.

COUNSEL (Abogado)

Individuo que ha sido admitido para ejercer el derecho y brindar asistencia a su cliente al asesorarlo y representarlo en las diligencias y actuaciones judiciales.

COMPLAINT (Escrito de Demanda)

El documento entablado por el demandante ante la Secretaría del Tribunal con el cual se inicia la demanda. Contiene una declaración clara con la información pertinente del (de los) reclamo(s) del demandante e identifica a cada una de las partes demandadas. (Véase F.R.Civ.P. 8(a))

ANSWER (Contestación a la Demanda)

El documento presentado por la parte demandada como primera contestación a la demanda.

SUMMONS (Emplazamiento)

Mandato formal del Juez, dirigido a la parte demandada, en la que se le informa de la demanda interpuesta en su contra y la cual requiere una contestación. (Véase F.R.Civ.P. 4)

MOTION (Pedimento)

Petición presentada al Juez para obtener una orden o fallo para que se haga algo en favor del peticionario. El juez podría fallar sobre el pedimento ya sea celebrando una audiencia con los litigantes presentes o sin celebrar audiencia. (Véase Reglas Locales 7.2 y 12.1 en lo Penal)

ORDER (Orden)

Expedida por un juez (federal o de instrucción), una orden, por lo general, dispone que el demandante o demandado haga algo, o se emite para conceder o denegar un pedimento.

JUDGMENT (Fallo)

La decisión auténtica y oficial del Juez en la que se determina definitivamente los derechos y reclamos correspondientes a cada una de las partes en la demanda.

JURISDICTION (Competencia)

La facultad y autoridad legal del juez para conocer y decidir una causa.

DOCKET NUMBER (Número de Registro de la Causa)

El número que se asigna en el tribunal a cada causa en lo Civil cuando se interpone un escrito de demanda. Este número lleva la designación "CV" para causas en lo Civil, seguido por los dos últimos números del año en que se inicia la causa, el número sucesivo que le corresponde, la denominación de la división donde se interpuso y las iniciales del Juez Federal asignado al asunto. (Por ejemplo, CV-96-12-PHX-RCB)

LODGED (Sometido al tribunal)

El Secretario(a) del Tribunal mantiene custodia de los documentos mientras el Juez determina si se deberán integrar al expediente o no.

WAIVER OF SERVICE OF SUMMONS (Renuncia a la Notificación Formal del Emplazamiento)

Conforme con la Regla Federal de Procedimiento en lo Civil 4 (F.R.Civ.P. 4), el demandado puede renunciar al derecho de que se le notifique formalmente de la demanda. El demandante Pro Se puede enviar por correo de primera clase esta renuncia a la notificación formal (Waiver

of Service) junto con el formulario complementario del recibo de la demanda y petición de renuncia a la notificación formal (Notice of Lawsuit and Request for Waiver of Service of Summons) a la parte demandada de manera que así se ahorren costas al no exigir notificación formal.

SERVICE OF PROCESS (Notificación Formal)

La entrega formal de mandatos, emplazamientos o reglamentos a la parte que le corresponda.

III. INTERPOSICIÓN DE LA DEMANDA: ALEGATOS INICIALES

El escrito de demanda no puede mencionar ningún dato de identidad personal (véase FRCivP 5.2). Cuando interponga su demanda en el tribunal deberá incluir los siguientes documentos (copias de los cuales se han incluido en este compendio; véase la sección IV, página 5, para información sobre los formularios):

1. El original y una copia del escrito de demanda.
2. El original y una copia del emplazamiento que nombre a cada una de la partes demandadas
3. La tarifa de interposición y administrativa en la suma de US\$400.00 a nombre de: Clerk, U.S. District Court

O

El original y una copia del pedimento (solicitud) para interponer la demanda in forma pauperis (IFP) con los documentos que confirmen su situación económica y el original y una copia de la orden propuesta para proceder in forma pauperis para que la firme el Juez. Copias de estos formularios se han incluido en este compendio.

NOTA: La frase "**in forma pauperis**" se refiere a la falta de medios económicos de alguien para pagar las tarifas y los gastos de notificación de la demanda.

Si se interpone la demanda in forma pauperis (IFP), el original del escrito de demanda se procesará y se le asignará el próximo número sucesivo de las causas en lo Civil. Usted tiene el derecho de solicitar que el juez le ordene al Alguacil Federal (U.S. Marshal) que entregue formalmente la demanda y el emplazamiento, pero usted deberá describir las circunstancias extraordinarias que le impiden a usted hacer los arreglos para realizar la entrega formal de estos documentos. El demandante debe entregar un original y una copia de cada documento (incluyendo el escrito de demanda). Estos escritos serán enviados a un juez seleccionado al azar para atender la causa y, después de que él/ella los revise, decidirá si a usted se le permitirá proceder in forma pauperis. Cuando se haya tomado la decisión, a usted se le enviará una copia de la orden del juez por correo.

Si se le denegara proceder in forma pauperis (IFP), su demanda será sobreseída a menos que usted pague la tarifa de interposición.

Si se le permite proceder in forma pauperis (IFP), USTED TIENE QUE PRESENTAR EL ORIGINAL Y UNA COPIA DEL EMPLAZAMIENTO PARA CADA UNA DE LAS PARTES DEMANDADAS. El Secretario del Tribunal expedirá el(los) emplazamiento(s). ÉSTOS LE SERÁN DEVUELTOS A USTED PARA QUE USTED LO(S) ENTREGUE FORMALMENTE. A usted le corresponderá iniciar el proceso de notificación formal (entrega del emplazamiento y

la demanda) a cada una de las partes conforme con la Regla 4 del F.R.Civ.P, copia de la cual se encuentra en este compendio. Si usted prefiere, podría notificarle a la(s) parte(s) demandada(s) por correo tal y como se describe en la regla mencionada. Si usted desea notificar formalmente por correo debe de llenar el formulario 398 (Notice of Lawsuit and Request for Waiver of Service) y el formulario 399 (Waiver of Service of Summons); copias de ambos se incluyeron en este compendio. Si usted le solicita al Juez que sea el Alguacil Federal quien notifique formalmente en su nombre y si el Juez así lo permite, usted recibirá varios formularios del tribunal que tendrá que completar y devolver a la Secretaría del Tribunal (Clerk's Office). El Secretario expediría entonces emplazamiento(s) y enviaría los documentos al Alguacil Federal para que lleven a cabo la notificación formal conforme con las Reglas Federales de Procedimiento en lo Civil (Federal Rules of Civil Procedure).

Si usted va a pagar la tarifa de interposición y administrativa de US\$400.00, la demanda y todos los documentos interpuestos en el tribunal serán procesados y se les asignará el número siguiente en la lista de causas en lo civil. El empleado de la Secretaría del Tribunal quien procese los documentos le entregará a usted el original y una copia de cada uno, incluso del escrito de demanda mismo. Recuerde que usted deberá preparar un original y una copia del emplazamiento para cada una de las partes demandadas. El juez, quien es seleccionado al azar para atender el asunto, recibirá el escrito de demanda y los documentos complementarios. Si usted tiene emplazamiento(s) que presentar, éste(os) será(n) expedido(s) y usted lo(s) obtendrá cuando presente la demanda. Usted tendrá la responsabilidad de notificarle a las partes interesadas formalmente (o, si usted lo prefiere, sin notificación formal) de la demanda y emplazamiento conforme con la Regla Federal 4 de Procedimiento en lo Civil, copia de la cual se encuentra en este compendio. Si usted desea realizar la notificación por correo, también tendrá que completar los formularios 398 (Notice of Lawsuit and Request for Waiver of Service) y 399 (Waiver of Service of Summons).

IV. INFORMACIÓN ADICIONAL

Todos los documentos que interponga ante el tribunal deben de llevar el número de causa en lo civil correcto al igual que las iniciales del juez a quien se le asigne la causa. Cuando se hayan asignado el número y el Juez, el Tribunal le brindará a usted la configuración del número de su causa.

Cambio de Dirección

Si su dirección postal cambia, la Regla Local de Procedimiento en lo Civil 83.3(d) exige que usted interponga el aviso y notifique formalmente por escrito de su cambio de dirección.

Configuración de los Documentos

Todo documento deberá ser interpuesto en papel tamaño carta blanco.

Conforme con la Regla Federal 11 de Procedimiento en lo Civil, cada escrito tiene que estar firmado por lo menos por uno de los abogados patrocinantes o por el litigante pro se, si se representa a sí mismo.

Su nombre, dirección y número telefónico tienen que constar en todos los escritos. Éstos y todos los documentos interpuestos tienen que cumplir con los requisitos indicados en la Regla Local de Procedimiento en lo Civil 7.1 y la Regla Local de Procedimiento en lo Penal 12.1.

Copias de los Documentos

Todos los documentos deberán ser presentados con su original y con una copia. Si usted desea recibir una copia conformada con el sello de la Secretaría tiene que incluir una copia adicional de cada documento y, para que se las remita(n) por correo, es necesario que adjunte un sobre con su nombre y dirección y el franqueo postal correspondiente.

V. TARIFAS

Regulaciones Dispuestas por Ley

Conforme con los incisos 1914(b) y 1930 del Título 28 del Código de los Estados Unidos (U.S.C.), la Comisión Judicial de los EE. UU. estableció una lista de tarifas oficiales para las demandas interpuestas en los Tribunales Federales (Anexo 12). Todo cheque o giro postal deberá hacerse a nombre de: Clerk, U.S. District Court (Secretaría del Tribunal).

Requisito de Pago por Adelantado

Usted debe pagar las tarifas correspondientes o presentar la solicitud para proceder in forma pauperis al presentar los documentos. De no hacerlo así y, si se requiere el pago de la tarifa fijada, no se expedirá emplazamiento alguno sino hasta que se pague la cantidad correspondiente o si se le concede la autorización para demandar in forma pauperis.

Si solicita la búsqueda de algún documento o copias, deberá pagar al momento de hacer el pedido.

VI. ADMINISTRACIÓN DE LA SECRETARÍA

Información General

Las horas hábiles de la Secretaría del Tribunal Federal en Phoenix y Tucson son de 8:30 a.m. a 4:30 p.m., con la excepción de sábados, domingos y días feriados.

Dirección del Tribunal

El Tribunal Federal del Distrito de Arizona (United States District Court for the District of Arizona) tiene dos oficinas con su respectivo personal:

PHOENIX

Sandra Day O'Connor U.S. Courthouse
401 West Washington Street, Suite 130, SPC 1
Phoenix, AZ 85003-2118
(602) 322-7200

TUCSON

Evo A. DeConcini U.S. Courthouse
405 West Congress Street, Suite 1500
Tucson, AZ 85701
(520) 205-4200

Jurisdicción Geográfica

El Distrito abarca todo el estado de Arizona y se tiene tres divisiones. A continuación el nombre de las divisiones con los condados que cubre cada una:

División de Phoenix: Condados de Maricopa, Pinal, Yuma, La Paz y Gila

División de Prescott: Condados de Apache, Navajo, Coconino, Mohave y Yavapai

División de Tucson: Condados de Pima, Cochise, Santa Cruz, Graham y Greenlee

Todos los expedientes y actas de las divisiones de Phoenix y Prescott están depositados en Phoenix y los de Tucson en Tucson. Los documentos deben de enviarse por correo o ser llevados en persona a la oficina correspondiente.

Dónde Obtener las Reglas Locales

Puede obtener las Reglas Locales para Ejercer el Derecho en el Tribunal Federal del Distrito de Arizona (Local Rules of Practice of the United States District Court for the District of Arizona) en nuestro sitio de internet, www.azd.uscourts.gov, (Rules, General Orders & Forms/ Local Rules) o las puede pedir al personal en la Sección de Servicios al Público de la Secretaría del Tribunal.

Dónde Obtener las Reglas Federales de Procedimiento en lo Civil (Federal Rules of Civil Procedure)

Las Reglas Federales de Procedimiento en lo Civil (Fed.R.Civ.P.) están disponibles en las siguientes Bibliotecas de Derecho (law libraries):

Maricopa County Law Library
201 West Jefferson
Phoenix, AZ
(602) 506-3461

Pima County Law Library
110 West Congress, 2nd Floor
Tucson, AZ
(520) 621-1413

U of A Law Library
Speedway & Mountain
Tucson, AZ
(520) 740-8456



Welcome to the U.S. District Court District of Arizona

TENDREMOS MUCHO GUSTO EN AYUDARLE EN LO POSIBLE, PERO HAY CIERTAS COSAS QUE NO SE NOS PERMITE HACER PORQUE DEBEMOS SER IMPARCIALES CON TODOS..

La siguiente es una lista de ciertas cosas que el personal puede o no puede hacer

Podemos	explicar y contestarle preguntas acerca de cómo funciona el tribunal	No Podemos	decirle si debe o no debe interponer una demanda
Podemos	darle el número de teléfono de programas de servicios legales, agencias de recomendación de abogados y otros donde pueda conseguir información en derecho	No Podemos	darle nuestra opinión acerca del posible resultado si interpone una demanda
Podemos	darle información general acerca de las reglas del tribunal, los procedimientos y la práctica	No Podemos	indicarle qué palabras usar en los documentos presentados al Tribunal
Podemos	darle los calendarios de las audiencias	No Podemos	hablar con el juez por usted o permitir que hable con el Juez extraoficialmente
Podemos	darle información del expediente de su causa	No Podemos	indicarle qué decir en su(s) audiencia(s)
Podemos	darle formularios del tribunal y las instrucciones disponibles	No Podemos	indicarle cuál debe ser su próximo paso en su causa
Podemos	aclarar dudas acerca de las fechas límites del tribunal	No Podemos	darle copia de una orden sin que la Secretaría la haya integrado al expediente
		No Podemos	calcular las fechas límites en su causa en particular

Debido a que el personal podría no tener las respuestas a todas sus preguntas acerca de las reglas, la práctica o del proceso legal y, como no deseamos darle información incorrecta, nos han indicado que no debemos contestar si no sabemos la respuesta correcta. Para más información, póngase en contacto con un abogado o la biblioteca de Derecho (*law library*) más cercana, o visite nuestro sitio en internet www.azd.uscourts.gov.

1 Your Name
2 Address
3 City, State, Zip
4 Telephone Number
5

6 **IN THE UNITED STATES DISTRICT COURT**
7 **FOR THE DISTRICT OF ARIZONA**
8

9 Your Name, Plaintiff
10
11 v.
12
13 Defendant.

CASE NUMBER WILL BE ASSIGNED
AT TIME OF FILING

COMPLAINT

14
15 **Jurisdiction**
16 (Separate Paragraph)

17
18 **Complaint**
19 (Separate Paragraph(s))
20 **COMPLAINT MUST COMPLY WITH RULE 8(a)**
21 (A copy of Rule 8(a) is attached)

22
23 **Demand**
24 (Separate Paragraph)

25
26 Dated: (YOUR SIGNATURE IN INK)
27 Your name typed or printed
28 Address
Telephone Number

E-Pro Se

E-Pro Se is a user-friendly web application available on the District of Arizona website (www.azd.uscourts.gov) and on kiosks in the Phoenix and Tucson Clerk's Office locations. **This program is not intended to be a substitute for an attorney or to provide you legal advice.**

E-Pro Se assists a pro se party in preparing the complaint required to commence a civil lawsuit. The program gathers information through a series of questions and the data entered will be converted into a complaint in Microsoft Word format. You will have an opportunity to make changes before printing and filing your document with the Clerk of Court.

The program will provide the option to save* the document or open it in a word processor for further review.

***Please note that if you are creating your documents on the public terminal in the courthouse you will be unable to save them.** You must complete entering the information to the program and print the document before leaving. Please arrive at the courthouse with your information organized and ready to enter to the program and allow plenty of time to complete the process. Customer Service hours are 8:30 a.m. - 4:30 p.m.

If the information in the complaint is correct, you should print the document, sign it and deliver or mail it to the Clerk of Court's office for the District of Arizona to be filed.

You must provide an original complaint and a copy for the judge. If you wish to have a file stamped copy for yourself, you must provide an additional copy. If you are printing your documents from the public terminal in the Clerk's office, the first copy is free of charge and additional printed copies will require a fee of \$.10 per page. Additional copies made by the clerk will be \$.50 per page.

To begin the E-Pro Se program, click on the link below:

https://jobs.azd.uscourts.gov/eprise/eprise_home.cfm

Civil Action No. _____

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

This summons for *(name of individual and title, if any)* _____
was received by me on *(date)* _____ .

I personally served the summons on the individual at *(place)* _____
_____ on *(date)* _____ ; or

I left the summons at the individual's residence or usual place of abode with *(name)* _____
_____, a person of suitable age and discretion who resides there,
on *(date)* _____ , and mailed a copy to the individual's last known address; or

I served the summons on *(name of individual)* _____ , who is
designated by law to accept service of process on behalf of *(name of organization)* _____
_____ on *(date)* _____ ; or

I returned the summons unexecuted because _____ ; or

Other *(specify)*: _____ .

My fees are \$ _____ for travel and \$ _____ for services, for a total of \$ _____ .

I declare under penalty of perjury that this information is true.

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc:

UNITED STATES DISTRICT COURT

for the

_____ District of _____

_____)
Plaintiff
v.
_____) Civil Action No.
Defendant

NOTICE OF A LAWSUIT AND REQUEST TO WAIVE SERVICE OF A SUMMONS

To: _____
(Name of the defendant or - if the defendant is a corporation, partnership, or association - an officer or agent authorized to receive service)

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within _____ days (give at least 30 days, or at least 60 days if the defendant is outside any judicial district of the United States) from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: _____

_____)
Signature of the attorney or unrepresented party

_____)
Printed name

_____)
Address

_____)
E-mail address

_____)
Telephone number

UNITED STATES DISTRICT COURT

for the

_____ District of _____

_____)
Plaintiff
v.) Civil Action No.
_____)
Defendant)

WAIVER OF THE SERVICE OF SUMMONS

To: _____
(Name of the plaintiff's attorney or unrepresented plaintiff)

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from _____, the date when this request was sent (or 90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date: _____

_____)
Signature of the attorney or unrepresented party

_____)
Printed name of party waiving service of summons

_____)
Printed name

_____)
Address

_____)
E-mail address

_____)
Telephone number

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

"Good cause" does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant's property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and returning the waiver form, you are allowed more time to respond than if a summons had been served.

UNITED STATES DISTRICT COURT

for the

_____ District of _____

_____ <i>Plaintiff/Petitioner</i>)	
v.)	Civil Action No.
_____ <i>Defendant/Respondent</i>)	

**APPLICATION TO PROCEED IN DISTRICT COURT WITHOUT PREPAYING FEES OR COSTS
(Long Form)**

Affidavit in Support of the Application	Instructions
I am a plaintiff or petitioner in this case and declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief requested. I declare under penalty of perjury that the information below is true and understand that a false statement may result in a dismissal of my claims.	Complete all questions in this application and then sign it. Do not leave any blanks: if the answer to a question is "0," "none," or "not applicable (N/A)," write that response. If you need more space to answer a question or to explain your answer, attach a separate sheet of paper identified with your name, your case's docket number, and the question number.
Signed: _____	Date: _____

- For both you and your spouse estimate the average amount of money received from each of the following sources during the past 12 months. Adjust any amount that was received weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate. Use gross amounts, that is, amounts before any deductions for taxes or otherwise.

Income source	Average monthly income amount during the past 12 months		Income amount expected next month	
	You	Spouse	You	Spouse
Employment	\$	\$	\$	\$
Self-employment	\$	\$	\$	\$
Income from real property <i>(such as rental income)</i>	\$	\$	\$	\$
Interest and dividends	\$	\$	\$	\$
Gifts	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Child support	\$	\$	\$	\$

AO 239 (Rev. 01/15) Application to Proceed in District Court Without Prepaying Fees or Costs (Long Form)

Retirement (such as social security, pensions, annuities, insurance)	\$	\$	\$	\$
Disability (such as social security, insurance payments)	\$	\$	\$	\$
Unemployment payments	\$	\$	\$	\$
Public-assistance (such as welfare)	\$	\$	\$	\$
Other (specify):	\$	\$	\$	\$
Total monthly income:	\$	\$	\$	\$

2. List your employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

Employer	Address	Dates of employment	Gross monthly pay
			\$
			\$

3. List your spouse's employment history for the past two years, most recent employer first. (Gross monthly pay is before taxes or other deductions.)

Employer	Address	Dates of employment	Gross monthly pay
			\$
			\$
			\$

4. How much cash do you and your spouse have? \$ _____

Below, state any money you or your spouse have in bank accounts or in any other financial institution.

Financial institution	Type of account	Amount you have	Amount your spouse has
		\$	\$
		\$	\$
		\$	\$

If you are a prisoner, you must attach a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months in your institutional accounts. If you have multiple accounts, perhaps because you have been in multiple institutions, attach one certified statement of each account.

5. List the assets, and their values, which you own or your spouse owns. Do not list clothing and ordinary household furnishings.

Assets owned by you or your spouse	
Home (<i>Value</i>)	\$
Other real estate (<i>Value</i>)	\$
Motor vehicle #1 (<i>Value</i>)	\$
Make and year:	
Model:	
Registration #:	
Motor vehicle #2 (<i>Value</i>)	\$
Make and year:	
Model:	
Registration #:	
Other assets (<i>Value</i>)	\$
Other assets (<i>Value</i>)	\$

6. State every person, business, or organization owing you or your spouse money, and the amount owed.

Person owing you or your spouse money	Amount owed to you	Amount owed to your spouse
	\$	\$
	\$	\$
	\$	\$

7. State the persons who rely on you or your spouse for support.

Name (or, if under 18, initials only)	Relationship	Age

8. Estimate the average monthly expenses of you and your family. Show separately the amounts paid by your spouse. Adjust any payments that are made weekly, biweekly, quarterly, semiannually, or annually to show the monthly rate.

	You	Your spouse
Rent or home-mortgage payment <i>(including lot rented for mobile home)</i> Are real estate taxes included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is property insurance included? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$
Utilities <i>(electricity, heating fuel, water, sewer, and telephone)</i>	\$	\$
Home maintenance <i>(repairs and upkeep)</i>	\$	\$
Food	\$	\$
Clothing	\$	\$
Laundry and dry-cleaning	\$	\$
Medical and dental expenses	\$	\$
Transportation <i>(not including motor vehicle payments)</i>	\$	\$
Recreation, entertainment, newspapers, magazines, etc.	\$	\$
Insurance <i>(not deducted from wages or included in mortgage payments)</i>		
Homeowner's or renter's:	\$	\$
Life:	\$	\$
Health:	\$	\$
Motor vehicle:	\$	\$
Other:	\$	\$
Taxes <i>(not deducted from wages or included in mortgage payments) (specify):</i>	\$	\$
Installment payments		
Motor vehicle:	\$	\$
Credit card <i>(name):</i>	\$	\$
Department store <i>(name):</i>	\$	\$
Other:	\$	\$
Alimony, maintenance, and support paid to others	\$	\$

AO 239 (Rev. 01/15) Application to Proceed in District Court Without Prepaying Fees or Costs (Long Form)

Regular expenses for operation of business, profession, or farm (<i>attach detailed statement</i>)	\$	\$
Other (<i>specify</i>):	\$	\$
Total monthly expenses:	\$	\$

9. Do you expect any major changes to your monthly income or expenses or in your assets or liabilities during the next 12 months?

Yes No If yes, describe on an attached sheet.

10. Have you spent — or will you be spending — any money for expenses or attorney fees in conjunction with this lawsuit? Yes No

If yes, how much? \$ _____

11. Provide any other information that will help explain why you cannot pay the costs of these proceedings.

12. Identify the city and state of your legal residence.

Your daytime phone number: _____

Your age: _____ Your years of schooling: _____

FEDERAL RULES OF CIVIL PROCEDURE

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De acuerdo con LRCiv 7.1(b)(1) todo documento y/o peticiones deberán ser presentados en inglés

Rule 4. Summons

(a) Contents; Amendments.

(1) *Contents.* A summons must:

(A) name the court and the parties;

(B) be directed to the defendant;

(C) state the name and address of the plaintiff's attorney or—if unrepresented—of the plaintiff;

(D) state the time within which the defendant must appear and defend;

(E) notify the defendant that a failure to appear and defend will result in a default judgment against the defendant for the relief demanded in the complaint;

(F) be signed by the clerk; and

(G) bear the court's seal.

(2) *Amendments.* The court may permit a summons to be amended.

(b) *Issuance.* On or after filing the complaint, the plaintiff may present a summons to the clerk for signature and seal. If the summons is properly completed, the clerk must sign, seal, and issue it to the plaintiff for service on the defendant. A summons—or a copy of a summons that is addressed to multiple defendants—must be issued for each defendant to be served.

(c) *Service.*

(1) *In General.* A summons must be served with a copy of the complaint. The plaintiff is responsible for having the summons and complaint served within the time allowed by [Rule 4\(m\)](#) and must furnish the necessary copies to the person who makes service.

(2) *By Whom.* Any person who is at least 18 years old and not a party may serve a summons and complaint.

(3) *By a Marshal or Someone Specially Appointed.* At the plaintiff's request, the court may order that service be made by a United States marshal or deputy marshal or by a person specially appointed by the court. The court must so order if the plaintiff is authorized to proceed in forma pauperis under [28 U.S.C. §1915](#) or as a seaman under [28 U.S.C. §1916](#).

(d) Waiving Service.

(1) *Requesting a Waiver.* An individual, corporation, or association that is subject to service under [Rule 4\(e\)](#), [\(f\)](#), or [\(h\)](#) has a duty to avoid unnecessary expenses of serving the summons. The plaintiff may notify such a defendant that an action has been commenced and request that the defendant waive service of a summons. The notice and request must:

(A) be in writing and be addressed:

(i) to the individual defendant; or

(ii) for a defendant subject to service under [Rule 4\(h\)](#), to an officer, a managing or general agent, or any other agent authorized by appointment or by law to receive service of process;

(B) name the court where the complaint was filed;

(C) be accompanied by a copy of the complaint, 2 copies of the waiver form appended to this Rule 4, and a prepaid means for returning the form;

(D) inform the defendant, using the form appended to this Rule 4, of the consequences of waiving and not waiving service;

(E) state the date when the request is sent;

(F) give the defendant a reasonable time of at least 30 days after the request was sent—or at least 60 days if sent to the defendant outside any judicial district of the United States—to return the waiver; and

(G) be sent by first-class mail or other reliable means.

(2) *Failure to Waive.* If a defendant located within the United States fails, without good cause, to sign and return a waiver requested by a plaintiff located within the United States, the court must impose on the defendant:

(A) the expenses later incurred in making service; and

(B) the reasonable expenses, including attorney's fees, of any motion required to collect those service expenses.

(3) *Time to Answer After a Waiver.* A defendant who, before being served with process, timely returns a waiver need not serve an answer to the complaint until 60 days after the request was sent—or until 90 days after it was sent to the defendant outside any judicial district of the United States.

(4) *Results of Filing a Waiver.* When the plaintiff files a waiver, proof of service is not required and these rules apply as if a summons and complaint had been served at the time of filing the waiver.

(5) *Jurisdiction and Venue Not Waived.* Waiving service of a summons does not waive any objection to personal jurisdiction or to venue.

(e) *Serving an Individual Within a Judicial District of the United States.* Unless federal law provides otherwise, an individual—other than a minor, an incompetent person, or a person whose waiver has been filed—may be served in a judicial district of the United States by:

(1) following state law for serving a summons in an action brought in courts of general jurisdiction in the state where the district court is located or where service is made; or

(2) doing any of the following:

(A) delivering a copy of the summons and of the complaint to the individual personally;

(B) leaving a copy of each at the individual's dwelling or usual place of abode with someone of suitable age and discretion who resides there; or

(C) delivering a copy of each to an agent authorized by appointment or by law to receive service of process.

(f) *Serving an Individual in a Foreign Country.* Unless federal law provides otherwise, an individual—other than a minor, an incompetent person, or a person whose waiver has been filed—may be served at a place not within any judicial district of the United States:

(1) by any internationally agreed means of service that is reasonably calculated to give notice, such as those authorized by the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents;

(2) if there is no internationally agreed means, or if an international agreement allows but does not specify other means, by a method that is reasonably calculated to give notice:

(A) as prescribed by the foreign country's law for service in that country in an action in its courts of general jurisdiction;

(B) as the foreign authority directs in response to a letter rogatory or letter of request; or

(C) unless prohibited by the foreign country's law, by:

(i) delivering a copy of the summons and of the complaint to the individual personally; or

(ii) using any form of mail that the clerk addresses and sends to the individual and that requires a signed receipt; or

(3) by other means not prohibited by international agreement, as the court orders.

(g) **Serving a Minor or an Incompetent Person.** A minor or an incompetent person in a judicial district of the United States must be served by following state law for serving a summons or like process on such a defendant in an action brought in the courts of general jurisdiction of the state where service is made. A minor or an incompetent person who is not within any judicial district of the United States must be served in the manner prescribed by [Rule 4\(f\)\(2\)\(A\)](#), [\(f\)\(2\)\(B\)](#), or [\(f\)\(3\)](#).

(h) **Serving a Corporation, Partnership, or Association.** Unless federal law provides otherwise or the defendant's waiver has been filed, a domestic or foreign corporation, or a partnership or other unincorporated association that is subject to suit under a common name, must be served:

(1) in a judicial district of the United States:

(A) in the manner prescribed by [Rule 4\(e\)\(1\)](#) for serving an individual; or

(B) by delivering a copy of the summons and of the complaint to an officer, a managing or general agent, or any other agent authorized by appointment or by law to receive service of process and—if the agent is one authorized by statute and the statute so requires—by also mailing a copy of each to the defendant; or

(2) at a place not within any judicial district of the United States, in any manner prescribed by [Rule 4\(f\)](#) for serving an individual, except personal delivery under [\(f\)\(2\)\(C\)\(i\)](#).

(i) **Serving the United States and Its Agencies, Corporations, Officers, or Employees.**

(1) *United States.* To serve the United States, a party must:

(A)(i) deliver a copy of the summons and of the complaint to the United States attorney for the district where the action is brought—or to an assistant United States attorney or clerical employee whom the United States attorney designates in a writing filed with the court clerk—or

(ii) send a copy of each by registered or certified mail to the civil-process clerk at the United States attorney's office;

(B) send a copy of each by registered or certified mail to the Attorney General of the United States at Washington, D.C.; and

(C) if the action challenges an order of a nonparty agency or officer of the United States, send a copy of each by registered or certified mail to the agency or officer.

(2) *Agency; Corporation; Officer or Employee Sued in an Official Capacity.* To serve a United States agency or corporation, or a United States officer or employee sued only in an official capacity, a party must serve the United States and also send a copy of the summons and of the complaint by registered or certified mail to the agency, corporation, officer, or employee.

(3) *Officer or Employee Sued Individually.* To serve a United States officer or employee sued in an individual capacity for an act or omission occurring in connection with duties performed on the United States' behalf (whether or not the officer or employee is also sued in an official capacity), a party must serve the United States and also serve the officer or employee under [Rule 4\(e\)](#), [\(f\)](#), or [\(g\)](#).

(4) *Extending Time.* The court must allow a party a reasonable time to cure its failure to:

(A) serve a person required to be served under [Rule 4\(i\)\(2\)](#), if the party has served either the United States attorney or the Attorney General of the United States; or

(B) serve the United States under [Rule 4\(i\)\(3\)](#), if the party has served the United States officer or employee.

(j) Serving a Foreign, State, or Local Government.

(1) *Foreign State.* A foreign state or its political subdivision, agency, or instrumentality must be served in accordance with [28 U.S.C. §1608](#).

(2) *State or Local Government.* A state, a municipal corporation, or any other state-created governmental organization that is subject to suit must be served by:

(A) delivering a copy of the summons and of the complaint to its chief executive officer; or

(B) serving a copy of each in the manner prescribed by that state's law for serving a summons or like process on such a defendant.

(k) Territorial Limits of Effective Service.

(1) *In General.* Serving a summons or filing a waiver of service establishes personal jurisdiction over a defendant:

(A) who is subject to the jurisdiction of a court of general jurisdiction in the state where the district court is located;

(B) who is a party joined under [Rule 14](#) or [19](#) and is served within a judicial district of the United States and not more than 100 miles from where the summons was issued; or

(C) when authorized by a federal statute.

(2) *Federal Claim Outside State-Court Jurisdiction.* For a claim that arises under federal law, serving a summons or filing a waiver of service establishes personal jurisdiction over a defendant if:

(A) the defendant is not subject to jurisdiction in any state's courts of general jurisdiction; and

(B) exercising jurisdiction is consistent with the United States Constitution and laws.

(1) Proving Service.

(1) *Affidavit Required.* Unless service is waived, proof of service must be made to the court. Except for service by a United States marshal or deputy marshal, proof must be by the server's affidavit.

(2) *Service Outside the United States.* Service not within any judicial district of the United States must be proved as follows:

(A) if made under [Rule 4\(f\)\(1\)](#), as provided in the applicable treaty or convention; or

(B) if made under [Rule 4\(f\)\(2\)](#) or [\(f\)\(3\)](#), by a receipt signed by the addressee, or by other evidence satisfying the court that the summons and complaint were delivered to the addressee.

(3) *Validity of Service; Amending Proof.* Failure to prove service does not affect the validity of service. The court may permit proof of service to be amended.

(m) Time Limit for Service. If a defendant is not served within 90 days after the complaint is filed, the court—on motion or on its own after notice to the plaintiff—must dismiss the action without prejudice against that defendant or order that service be made within a specified time. But if the plaintiff shows good cause for the failure, the court must extend the time for service for an appropriate period. This subdivision (m) does not apply to service in a foreign country under [Rule 4\(f\)](#) or [4\(j\)\(1\)](#) or to service of a notice under [Rule 71.1\(d\)\(3\)\(A\)](#).

(n) Asserting Jurisdiction over Property or Assets.

(1) *Federal Law*. The court may assert jurisdiction over property if authorized by a federal statute. Notice to claimants of the property must be given as provided in the statute or by serving a summons under this rule.

(2) *State Law*. On a showing that personal jurisdiction over a defendant cannot be obtained in the district where the action is brought by reasonable efforts to serve a summons under this rule, the court may assert jurisdiction over the defendant's assets found in the district. Jurisdiction is acquired by seizing the assets under the circumstances and in the manner provided by state law in that district.

Rule 4 Notice of a Lawsuit and Request to Waive Service of Summons.

(Caption)

To (name the defendant or — if the defendant is a corporation, partnership, or association — name an officer or agent authorized to receive service):

Why are you getting this?

A lawsuit has been filed against you, or the entity you represent, in this court under the number shown above. A copy of the complaint is attached.

This is not a summons, or an official notice from the court. It is a request that, to avoid expenses, you waive formal service of a summons by signing and returning the enclosed waiver. To avoid these expenses, you must return the signed waiver within (give at least 30 days or at least 60 days if the defendant is outside any judicial district of the United States) from the date shown below, which is the date this notice was sent. Two copies of the waiver form are enclosed, along with a stamped, self-addressed envelope or other prepaid means for returning one copy. You may keep the other copy.

What happens next?

If you return the signed waiver, I will file it with the court. The action will then proceed as if you had been served on the date the waiver is filed, but no summons will be served on you and you will have 60 days from the date this notice is sent (see the date below) to answer the complaint (or 90 days if this notice is sent to you outside any judicial district of the United States).

If you do not return the signed waiver within the time indicated, I will arrange to have the summons and complaint served on you. And I will ask the court to require you, or the entity you represent, to pay the expenses of making service.

Please read the enclosed statement about the duty to avoid unnecessary expenses.

I certify that this request is being sent to you on the date below.

Date: _____

(Signature of the attorney or unrepresented party)

(Printed name)

(Address)

(E-mail address)

(Telephone number)

Rule 4 Waiver of the Service of Summons.

(Caption)

To (name the plaintiff's attorney or the unrepresented plaintiff):

I have received your request to waive service of a summons in this action along with a copy of the complaint, two copies of this waiver form, and a prepaid means of returning one signed copy of the form to you.

I, or the entity I represent, agree to save the expense of serving a summons and complaint in this case.

I understand that I, or the entity I represent, will keep all defenses or objections to the lawsuit, the court's jurisdiction, and the venue of the action, but that I waive any objections to the absence of a summons or of service.

I also understand that I, or the entity I represent, must file and serve an answer or a motion under Rule 12 within 60 days from _____, the date when this request was sent (or

90 days if it was sent outside the United States). If I fail to do so, a default judgment will be entered against me or the entity I represent.

Date: _____

(Signature of the attorney or unrepresented party)

(Printed name)

(Address)

(E-mail address)

(Telephone number)

(Attach the following)

Duty to Avoid Unnecessary Expenses of Serving a Summons

Rule 4 of the Federal Rules of Civil Procedure requires certain defendants to cooperate in saving unnecessary expenses of serving a summons and complaint. A defendant who is located in the United States and who fails to return a signed waiver of service requested by a plaintiff located in the United States will be required to pay the expenses of service, unless the defendant shows good cause for the failure.

“Good cause” does not include a belief that the lawsuit is groundless, or that it has been brought in an improper venue, or that the court has no jurisdiction over this matter or over the defendant or the defendant’s property.

If the waiver is signed and returned, you can still make these and all other defenses and objections, but you cannot object to the absence of a summons or of service.

If you waive service, then you must, within the time specified on the waiver form, serve an answer or a motion under Rule 12 on the plaintiff and file a copy with the court. By signing and

returning the waiver form, you are allowed more time to respond than if a summons had been served.

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Rule 5.2. Privacy Protection For Filings Made with the Court

(a) Redacted Filings. Unless the court orders otherwise, in an electronic or paper filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, a party or nonparty making the filing may include only:

- (1) the last four digits of the social-security number and taxpayer-identification number;
- (2) the year of the individual's birth;
- (3) the minor's initials; and
- (4) the last four digits of the financial-account number.

(b) Exemptions from the Redaction Requirement. The redaction requirement does not apply to the following:

- (1) a financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- (2) the record of an administrative or agency proceeding;
- (3) the official record of a state-court proceeding;
- (4) the record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- (5) a filing covered by Rule 5.2(c) or (d); and
- (6) a pro se filing in an action brought under 28 U.S.C. §§2241, 2254, or 2255.

(c) Limitations on Remote Access to Electronic Files; Social-Security Appeals and Immigration Cases. Unless the court orders otherwise, in an action for benefits under the Social Security Act, and in an action or proceeding relating to an order of removal, to relief from removal, or to immigration benefits or detention, access to an electronic file is authorized as follows:

- (1) the parties and their attorneys may have remote electronic access to any part of the case file, including the administrative record;
- (2) any other person may have electronic access to the full record at the courthouse, but may have remote electronic access only to:
 - (A) the docket maintained by the court; and

(B) an opinion, order, judgment, or other disposition of the court, but not any other part of the case file or the administrative record.

(d) Filings Made Under Seal. The court may order that a filing be made under seal without redaction. The court may later unseal the filing or order the person who made the filing to file a redacted version for the public record.

(e) Protective Orders. For good cause, the court may by order in a case:

(1) require redaction of additional information; or

(2) limit or prohibit a nonparty's remote electronic access to a document filed with the court.

(f) Option for Additional Unredacted Filing Under Seal. A person making a redacted filing may also file an unredacted copy under seal. The court must retain the unredacted copy as part of the record.

(g) Option for Filing a Reference List. A filing that contains redacted information may be filed together with a reference list that identifies each item of redacted information and specifies an appropriate identifier that uniquely corresponds to each item listed. The list must be filed under seal and may be amended as of right. Any reference in the case to a listed identifier will be construed to refer to the corresponding item of information.

(h) Waiver of Protection of Identifiers. A person waives the protection of Rule 5.2(a) as to the person's own information by filing it without redaction and not under seal.

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Rule 8. General Rules of Pleading

(a) Claim for Relief. A pleading that states a claim for relief must contain:

- (1) a short and plain statement of the grounds for the court's jurisdiction, unless the court already has jurisdiction and the claim needs no new jurisdictional support;
- (2) a short and plain statement of the claim showing that the pleader is entitled to relief;
and
- (3) a demand for the relief sought, which may include relief in the alternative or different types of relief.

**TRIBUNAL FEDERAL DE LOS ESTADOS UNIDOS
DISTRITO DE ARIZONA**

**CÓMO CALCULAR LOS PLAZOS REGLAMENTARIOS PARA
LA INTERPOSICIÓN DE DOCUMENTOS**

Conforme con: Reglas 6 y 5(b) de las Reglas Federales de Procedimiento en lo Civil¹

De conformidad con la Regla 6(a), el primer día del que se empieza a contar el tiempo nunca se incluye en los cálculos. Todos los demás días –incluyendo los sábados, domingos y feriados federales– sí se cuentan con una sola excepción: si el periodo se vence en un sábado, domingo o feriado federal; dado el caso anterior, el plazo se vence el día siguiente (siempre y cuando no sea sábado, domingo o feriado federal).

De conformidad con la Regla 5(b), cuando un documento se envía por correo, el periodo empieza a correr a partir de la fecha de envío, no la fecha de recibo. La fecha de envío del documento deberá aparecer en el certificado de notificación que tiene que ser enviado junto con el documento tal y como lo dispone la Regla 5(d). De conformidad con la Regla 6(e), tres (3) días adicionales se agregan al periodo de tiempo si la notificación se realiza por correo. **Pero estas reglas no corresponden si el/la Juez fija una fecha específica como plazo definitivo.**

Ejemplo 1 El demandante tiene 14 días para responder al Pedimento del Acusado que fue entregado **en sus manos** el lunes 23 de agosto del 2010. El cálculo del tiempo empieza a correr a partir del martes 24 de agosto, el día después de la notificación. La Contestación deberá presentarse a más tardar el martes 7 de setiembre del 2010 (el lunes 6 de setiembre del 2010 es el Día del Trabajo, Labor Day).

Ejemplo 2: El demandante tiene 14 días para responder al Pedimento que el Acusado le envió **por correo** al demandante el lunes 23 de agosto del 2010. El demandante recibe el pedimento el miércoles 25 de agosto del 2010. El cálculo del tiempo empieza el martes 24 de agosto, un día después **del envío** del documento. Se le agregan tres días adicionales al cálculo del Ejemplo 1 debido a que el Pedimento se envió por correo. La Contestación del Demandante deberá ser presentada a más tardar el viernes 9 de setiembre del 2010.

Esperamos que esta información le resulte útil/le ayude/sea de asistencia.

El Personal de Servicios al Cliente del Tribunal Federal de los Estados Unidos.

¹ Al personal de los tribunales no se le permite ni evaluar su causa ni darle ningún tipo de consejos sobre su causa. No obstante, sí podemos darle información general sobre las reglas y procesos de los tribunales. La información anterior fue preparada con la intención de ayudarle a calcular los límites del tiempo para la presentación de ciertos tipos de documentos tal y como lo requieren las órdenes del juez o las reglas federales o locales. Nosotros no podemos hacer los cálculos del tiempo para usted ni podemos determinar si usted está haciendo los cálculos del tiempo correcta o incorrectamente.

Tribunal Federal de los Estados Unidos
Distrito de Arizona
Lista de Tarifas

TARIFAS PARA LA INTERPOSICIÓN DE

Proceso en lo Civil, Demanda o Actuación	\$400.00
Petición para Auto de Hábeas Corpus	\$5.00
Procesos entablados conforme al Título III de la Ley de Solidaridad Democrática y Libertad Cubana de 1996 (LIBERTAD)	\$6,548.00
Pedimento para Reducir/Rescindir la Sentencia conforme a 28 U.S.C. 2255	Nada

TARIFA PARA LA INTERPOSICIÓN DEL RECURSO DE APELACIÓN

Notificación de Apelación al Noveno Circuito.....	\$505.00
Apelación ante un Juez Federal en una causa de delito menor.....	\$38.00

ADMISIÓN DE ABOGADOS

Admisión de Abogados (miembros del Colegio de Abogados de Arizona).....	\$211.00
Admisión de Abogados por <i>Pro Hac Vice</i>	\$35.00
Certificado de Admisión (duplicado).....	\$19.00
Certificado de estar al corriente en el cumplimiento de sus obligaciones	\$19.00

TARIFAS DIVERSAS

Certificación de un documento judicial (se cobran las copias por separado).....	\$11.00
Tarifas por copias (copia fiel preparada por la Secretaría, por página)	\$0.50
Tarifa por copias (copias electrónicas imprimidas en las terminales de la oficina de servicios al público)	\$0.10
Tarifas por copias – Opiniones (por página, cobro mínimo \$1.00 por opinión)	\$0.25
Autenticación de un documento judicial (se cobrará las copias por separado)	\$22.00
Interposición o indexación de un documento que no sea parte de un caso o procedimiento por el cual se ha pagado la tarifa de interposición (cartas rogatorias, cartas poder, apostillas, etc.)	\$47.00
Por cualquier pago devuelto o rechazado por fondos insuficientes.....	\$53.00
Microfichas (por cada hoja disponible)	\$6.00
Cargo de trámite por un delito menor presentado a través de un aviso de infracción federal	\$30.00
Búsqueda de expedientes (por nombre o asunto)	\$31.00
Inscripción de un fallo de otro distrito.....	\$47.00
Registro de Fondos de Inversión (Los puntos básicos [BPS] de activos financieros en depósito se calcularán según los intereses devengados).....	10 BPS
Reproducción de procedimientos grabados en cualquier formato.....	\$31.00
Recuperación de Registro Impreso del Centro Federal de Registros (CFR)	\$64.00
Recuperación de Actas (cada caja adicional).....	\$39.00
Recuperación de Registro Electrónico del Centro Federal de Registros (Cargo administrativo judicial de \$10 más la tarifa fija del CFR por la recuperacion de registro de \$9.90)	\$19.90
Tarifa por página del CFR	\$0.65

***Nota: Toda agencia de los Estados Unidos deberá pagar la tarifa de reproducción
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ORGANIZACIONES DE SERVICIOS LEGALES DEL ESTADO DE ARIZONA

No podemos y no garantizamos que ninguna de éstas le vaya a prestar servicios legales ni que serán gratuitos. Esta lista se la damos solamente para su información.

El colegio de abogados de Arizona no tiene permitido dar recomendaciones de abogados o brindar servicios de asesoría jurídica. Sin embargo, usted puede buscar abogados por nombre, nombre de bufete jurídico, por enfoque, especialidad o palabras claves.

State Bar of Arizona

<http://www.azbar.org/>

Phoenix, Arizona
(602) 252-4804

Tucson, Arizona
(520) 623-9944

Los colegios de abogados de los condados de Maricopa y de Pima, dan recomendaciones de abogados por medio de un programa llamado en inglés Lawyer Referral Services (LRS). Para obtener más información sobre estos programas pulse sobre los enlaces más abajo.

Maricopa County Bar Association

Phoenix, Arizona
(602) 257-4434

<http://maricopalawyers.org/>

Pima County Bar Association

Tucson, Arizona
(520) 623-8258

<http://www.tucsonlawyers.org/>

La siguiente es una lista de varias entidades que prestan servicios legales en el estado de Arizona.

STATEWIDE		
<p>American Civil Liberties Union P.O. Box 17148 Phoenix, AZ 85011-0148 Phone: (602) 650-1854 www.aclu.org</p> <p>Proporciona representación en casos de clientes que afectan grandemente a toda la comunidad debido a recursos limitados.</p>	<p>Florence Immigrant & Refugee Rights Project 2601 N. Hwy 79 P.O. Box 654 Florence, AZ 85232 Phone: (520) 868-0191 www.firrp.org</p> <p>Proporciona servicios holísticos gratis a los inmigrantes, refugiados y ciudadanos estadounidenses detenido por la Oficina de Inmigración y Aduanas (ICE) a causa de trámites migratorios en Arizona. El Proyecto atiende a hombres, mujeres y niños, incluso los que necesitan servicios de la salud mental y servicios sociales.</p>	<p>William E. Morris Institute for Justice 202 E. McDowell Rd. #257 Phoenix, AZ 85004 Phone: (602) 252-3432 www.morrisinstituteforjustice.org</p> <p>Un bufete jurídico de interés público sin fines lucrativos que proporciona representación y defensa legales a personas de bajos ingresos en Arizona. Las prioridades actuales incluyen la capacitación y ayuda de capacitación, coordinación de comunicaciones, servicios legislativos y administrativos, ayuda técnica y litigio relacionado con el derecho de pobreza.</p>

CENTRAL AND NORTHERN ARIZONA		
<p>Arizona Center for Disability Law 5025 E. Washington St. #202 Phoenix, AZ 85034 Phone: (602) 274-6287 1-800-927-2260 www.acdl.com</p> <p>Un bufete jurídico de interés público sin fines lucrativos dedicado a proteger los derechos de las personas con una amplia gama de discapacidades físicas, mentales, sensoriales y cognitivas.</p> <p>Arizona Senior Citizens Law Project 1818 S. 16th St. Phoenix, AZ 85034 Phone: (602) 252-6710</p> <p>Ofrece información a ayuda a personas mayores en el Condado de Maricopa. Los abogados y defensores entrenados ayudan de manera voluntaria a los clientes respecto a temas legales tales como prestaciones sociales del gobierno, asuntos de consumidores, testamentos, el derecho testamentario y la curatela.</p>	<p>ASU Legal Clinic Arizona State University Armstrong Hall, Room 106 Tempe, AZ 85287 Phone: (480) 965-6968</p> <p>Ofrece una amplia gama de ayuda proporcionada por abogados estudiantiles voluntarios.</p> <p>Catholic Charities 4747 N. 7th Ave. Phoenix, AZ 85013 Phone: (602) 997-6105 www.catholiccharitiesaz.org</p> <p>Servicios legales gratuitos o de costo módico se ofrecen para ayudar a familias de inmigrantes legales con necesidades migratorias familiares.</p> <p>DNA–People’s Legal Services P.O. Box 306 (next to Fina Gas) Window Rock, AZ 86515 Phone: (928) 871-4151 Toll Free: 1-800-789-5824 www.nativelegalnet.org</p> <p>Ayuda general respecto al derecho civil para personas de bajos ingresos que viven en o cerca de las reservas atendidas y a personas de bajos ingresos que residen en los Condados de Coconino, Apache y Navajo.</p>	<p>Community Legal Services Volunteer Lawyers Project 305 S. 2nd Ave. Phoenix, AZ 85003 Phone: (602) 258-3434 1-800-852-9075 www.clsaz.org</p> <p>Proporciona servicios de alta calidad respecto al derecho civil a los solicitantes cuyos ingresos están cerca del nivel de pobreza. Oficinas en los Condados de Maricopa, Mohave, Yavapai y Yuma.</p> <p>Friendly House (Immigration) 723 S. First Ave. Phoenix, AZ 85003 Phone: (602) 257-1870 www.friendlyhouse.org</p> <p>Ofrece ayuda con la preparación de documentos migratorios, responde a preguntas básicas y hace seguimiento a casos en trámite.</p>

SOUTHERN ARIZONA		
<p>Arizona Center for Disability Law 100 N. Stone Ave. #305 Tucson, AZ 85701 Phone: (520) 327-9547 Toll Free: 1-800-922-1447 www.acdl.com</p> <p>Un bufete jurídico de interés público sin fines lucrativos dedicado a proteger los derechos de las personas con una amplia gama de discapacidades físicas, mentales, sensoriales y cognitivas.</p>	<p>Southern Arizona Legal Aid 2343 E. Broadway #200 Tucson, AZ 85719-6007 Phone: (520) 623-9461 1-800-640-9465 www.sazlegalaid.org</p> <p>Dedicado a proveer una gama completa de servicios del derecho civil, incluso de tipo migratorio, a clientes de bajos ingresos. Oficinas en Tucson, Whiteriver, Sacaton, Lakeside, Bisbee y Casa Grande.</p>	<p>Volunteer Lawyers Program 2343 E. Broadway #200 Tucson, AZ 85719 Phone: (520) 623-9461 1-800-640-9465 www.vlparizona.org</p> <p>Ofrece clínicas de auto-ayuda, proyectos jurídicos y la representación directa. Con su sede en Tucson, VLP atiende a clientes con problemas legales de tipo civil en los Condados de Apache, Cochise, Gila, Graham, Greenlee, Navajo, Pima, Pinal y Santa Cruz.</p>

United States District Court

District of Arizona
Office of the Clerk

Brian D. Karth

District Court Executive / Clerk Of Court
Sandra Day O'Connor U. S. Courthouse, Suite 130
401 West Washington Street, SPC 1
Phoenix, Arizona 85003-2118



Michael S. O'Brien

Chief Deputy Clerk
Evo A. DeConcini U.S. Courthouse
405 W. Congress, Suite 1500
Tucson, Arizona 85701-5010

Debra D. Lucas

Chief Deputy Clerk
Sandra Day O'Connor U. S. Courthouse, Suite 130
401 West Washington Street, SPC 1
Phoenix, Arizona 85003-2118

AVISO PARA LAS PARTES PRO-SE NO RECLUÍDAS QUE SE REPRESENTAN A SÍ MISMAS

El Tribunal Federal de los Estados Unidos quisiera instar a las partes pro se para que aprovechen la oportunidad de recibir aviso inmediato de documentos públicos interpuestos en los casos de ellos. Los avisos de interposición electrónica (NEF, por sus siglas en inglés) y los documentos adjuntos para los abogados, los pro se y las indicaciones del tribunal se transmitirían electrónicamente a las partes pro se no recluídas quienes elijan esta opción. Nota: Las partes pro se continuarán sus interposiciones ante la Secretaría mediante documento impreso.

Las partes que tienen derecho a documentos como parte de su litigio recibirán **una (1)** copia gratuita por correo electrónico. Se podrá guardar o imprimir este documento la **primera** vez que lo vea.

Las partes que deseen recibir electrónicamente los documentos interpuestos deberán tener:

- Una computadora personal con las plataformas estándar tales como Windows o Mac OSX
- Acceso a Internet (se recomienda que sea de alta velocidad)
- Buscador del Web (Microsoft Internet Explorer 7.0 o 6.0 o Mozilla Firefox 2 o 1.5)
- Se necesita Adobe Acrobat Reader para ver documentos interpuestos electrónicamente

Para solicitar la notificación electrónica de interposiciones, se debe presentar a la Secretaría del Tribunal el formulario completado de Solicitud de las Partes Pro-Se no Recluídas para Notificación Electrónica.

IMPORTANTE:

Los mensajes enviados a cuentas de Yahoo o AOL con frecuencia se encuentran en el archive de spam si la dirección electrónica del tribunal no se agrega a su lista de contactos.

Usted recibirá una vista "gratuita" al documento, el cual deberá ser visto en los siguientes catorce (14) días. Para verlo, debe hacer clic una vez al enlace. De hacer dos clics, perderá la vista gratuita y tendrá que obtener una copia por medio de PACER y podría cobrarse la copia. Sírvase visitar <http://www.pacer.gov> para información sobre los cobros.

Para evitar que se interrumpa la notificación electrónica, usted deberá interponer un aviso si su dirección de correo electrónico cambia; en su defecto, se hará una anotación en la toca del caso indicando los correos electrónicos que no se pudieron entregar.

**REQUEST BY NON-PRISONER PRO SE PARTY
FOR ELECTRONIC NOTICING**

Case Number _____

This form is to be used when requesting notice of filings be received electronically. The following information is required:

Personal Information

First Name _____ Middle Name _____

Last Name _____ Generation _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

Type of personal computer and related software/equipment required:

- Personal computer running a standard platform such as Windows or Mac OSX
- Internet access (high speed is recommended)
- A Web browser (Microsoft Internet Explorer 7.0 or 6.0 or Mozilla Firefox 2 or 1.5)
- Adobe Acrobat Reader is needed for viewing e-filed documents

E-mail address designated for noticing:

Note: You must promptly notify the Clerk’s Office, in writing, if there is a change in your designated e-mail address.

E-mail type:

- HTML – Recommended for most e-mail clients
- Plain Text – Recommended for e-mail accounts unable to process HTML e-mail

By submitting this request form, the undersigned consents to electronic service and waives the right to personal service and service by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2), except with regard to service of a summons and complaint.

When a filing is entered on the case docket, a party who is registered for electronic noticing will receive a Notice of Electronic Filing in his/her designated e-mail account. The Notice of Electronic Filing will allow one free look at the document, and any attached .pdf may be printed or saved. After the free look viewing, a user must have a PACER account to query documents in the case. To register for PACER, a user must complete the on-line form or submit a registration form available on the PACER website <http://www.pacer.gov>.

Date _____

Participant Signature _____