

**United States District Court
Western District of Michigan
Office of the Clerk**

107 Federal Building
410 W. Michigan Ave.
Kalamazoo, MI 49007
(269) 337-5706

399 Federal Building
110 Michigan St., NW
Grand Rapids, MI 49503
(616) 456-2381

**FILLING OUT SUMMONS FORMS
IN SOCIAL SECURITY CASES**

P.O. Box 698
330 Federal Building
Marquette, MI 49855
(906) 226-2021

113 Federal Building
315 W. Allegan
Lansing, MI 48933
(517) 377-1559

1. List the plaintiff and the defendant in the appropriate boxes.
2. In the space for the plaintiff's attorney, please put down your own name, address and phone number.
3. Enter the name and complete mailing address of the defendant in the space provided. The only proper defendant in most Social Security cases is the Commissioner of Social Security.
4. The address for the Commissioner of Social Security is:

Office of Regional Chief Counsel - Region I
Social Security Administration
JFK Federal Building, Room 625
15 New Sudbury Street
Boston, MA 02203

5. In addition to the Commissioner of Social Security, you must also serve a summons and a copy of the complaint upon two other parties. They are:

Office of the Attorney General
Department of Justice
10th & Constitution, N.W.
Room 5111
Washington, D.C. 20530

United States Attorney
5th Floor Law Building
330 Ionia, N.W.
Grand Rapids, MI 49503

6. The time for the Commissioner of Social Security to answer the complaint is 60 days.

GENERAL INFORMATION ON FILING YOUR SOCIAL SECURITY CASE

7. This Court requires the original and one copy of the complaint for filing, plus an extra copy for service on each defendant.
8. If you wish to apply to have the \$400.00 filing fee and service fees waived, complete an application to proceed (form available on the Court's website). If you are granted leave to proceed in forma pauperis, the U.S. Marshal will serve the summonses for you. If you are not proceeding in forma pauperis, the summonses will be returned to you, and it is your responsibility to have these served.

COURT EMPLOYEES MAY NOT GIVE LEGAL ADVICE. Address and telephone numbers of some agencies that may assist you are listed in your telephone directory.

(Updated 7/15)