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FILLING OUT SUMMONS FORMS IN SOCIAL SECURITY CASES

1. List the plaintiff and the defendant in the appropriate boxes.
2. In the plaintiff's attorney space, enter your 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 VII
Social Security Administration
Richard Bolling Federal Building
601 E. 12th Street, Room 965
Kansas City, MO 64106-2898

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

This Court requires the original and one copy of the complaint for filing, plus an extra copy for service on each defendant.

If you wish to apply to have the filing fee and service fees waived, complete an Application to Proceed Without Payment of Filing Fee (AO 239) 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 found online.