

**INSTRUCTIONS FOR FILING AN ACTION  
FOR REVIEW OF A SOCIAL SECURITY DECISION  
U.S. DISTRICT COURT, CENTRAL DISTRICT OF ILLINOIS**

1. Please use the complaint form provided by the clerk of this court. Fill out the form completely. It is most important that you include your full name and address, a telephone number where you can be reached during the day, and that you attach your Social Security number to the copy of the complaint that will be served on the Commissioner of Social Security. You must file one original complaint and three copies for service. You must make a copy for yourself.
2. **You must fill out a summons form and a Form 285 (provided by the clerk) for each of the following:**

The General Counsel  
Social Security Administration  
Room 611, Altmeyer Building  
6401 Security Boulevard  
Baltimore, MD 21235

Hon. Janet Reno  
Attorney General of the United States  
10th & Constitution  
Washington, DC 20530

Office of the United States Attorney  
600 E. Monroe, Room 312  
Springfield, IL. 62701

3. If you cannot pay the \$150.00 filing fee, you must fill out an affidavit to proceed in forma pauperis. This affidavit is available from the clerk's office.
4. If you are allowed to file your complaint without prepayment of fees, the United States Marshal will serve the summons for you. If you pay the filing fee, then you are responsible for serving the summons. See Federal Rule of Civil Procedure 4(i).
5. If you want to have an attorney appointed for you, you must fill out a request for appointment of counsel, available from the clerk's office. **THE COURT STRONGLY ENCOURAGES YOU TO SEEK AN ATTORNEY OR TO REQUEST APPOINTED COUNSEL.**

Legal Aid for Central Illinois can assist you in finding an attorney and may, in some cases, provide an attorney for you. You should contact Prairie State Legal Services at (309) 674-9831 or (800) 747-5523.

(12/96)