

PART B:

CIVIL RULES

I. SCOPE OF RULES

Civil L.R. 1.1 Scope of Rules

The Civil Rules set forth in Part B govern all civil proceedings in this district.

**II. COMMENCEMENT OF ACTION; SERVICE OF PROCESS, PLEADINGS,
MOTIONS, AND ORDERS**

Civil L.R. 3.1 Civil Cover Sheet

- (a) The Clerk of Court is authorized and instructed to require a complete and executed AO Form JS-44(a), Civil Cover Sheet, which must accompany each civil case to be filed.
- (b) Persons filing civil cases, who at the time of such filing are in the custody of civil, state, or federal institutions, and persons filing civil cases pro se are exempt from the foregoing requirements.
- (c) Where the Civil Cover Sheet indicates a pending related case, the new case must be assigned to the same judge. Factors to be considered in determining whether or not a case is related to another case in this district include whether both cases (i) arise from substantially the same transaction or events; (ii) involve substantially the same parties or property; or (iii) involve the same patent, trademark, or copyright. Civil cases cannot be related to criminal cases. Any dispute regarding whether or not pending cases are related will be resolved by the Judge assigned to the earlier-filed case.

Civil L.R. 3.2 Payment of Fee

When required at the time of filing, a party initiating a civil action must pay the filing fee. Petitions for leave to file in forma pauperis can be obtained from the Clerk of Court.

Civil L.R. 4.1 Service of Process Upon the State of Wisconsin or Its Employees When Sued by a State Prisoner Pursuant to 42 U.S.C. § 1983

When service of process upon the State of Wisconsin or its employees is made in an action brought by a state prisoner pursuant to 42 U.S.C. § 1983, the process server, in addition to serving the named defendant or defendants, serve a copy of the summons and complaint upon the Secretary of the Wisconsin Department of Corrections and the Administrator of the Legal Services Division of the Wisconsin Department of Justice as provided in Fed.R.Civ.P. 4(j).