

# Filing a Motion for Leave to Proceed In Forma Pauperis (IFP): For Attorneys

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## Filing Preparation:

Before you begin to file, be sure to review the following procedures:

- [Local Civil Rules 3\(c\): Proceedings In Forma Pauperis \(Without Payment of Court Fees\)](#)

## Required Documents:

- Application to Proceed In Forma Pauperis: Select the correct version based on the case type or party
  - [IFP Application for 2241, 2254 Habeas Petitions](#)
  - [IFP Application for Prisoners Filing Civil Complaints with Instruction Sheet](#)
  - [In Forma Pauperis \(IFP\) Application with Written Consent](#) (all other case types/parties)
- Initiating Document (e.g. Complaint/Petition)
- Civil Cover Sheet

## Optional Documents:

- Summons

## FILING INSTRUCTIONS

If you wish to file an application to the Court for leave to proceed in forma pauperis when opening a civil case, you must file the Motion for Leave to Proceed In Forma Pauperis as the first document in your new case. Follow the below instructions to correctly file your Motion for Leave to Proceed In Forma Pauperis and all other required documents:

1. Create a new case by selecting **Attorney Case Opening** under **Open A Case**. For step-by-step instructions see sections I-VI in the [Attorney's Guide to Opening a Civil Case](#).



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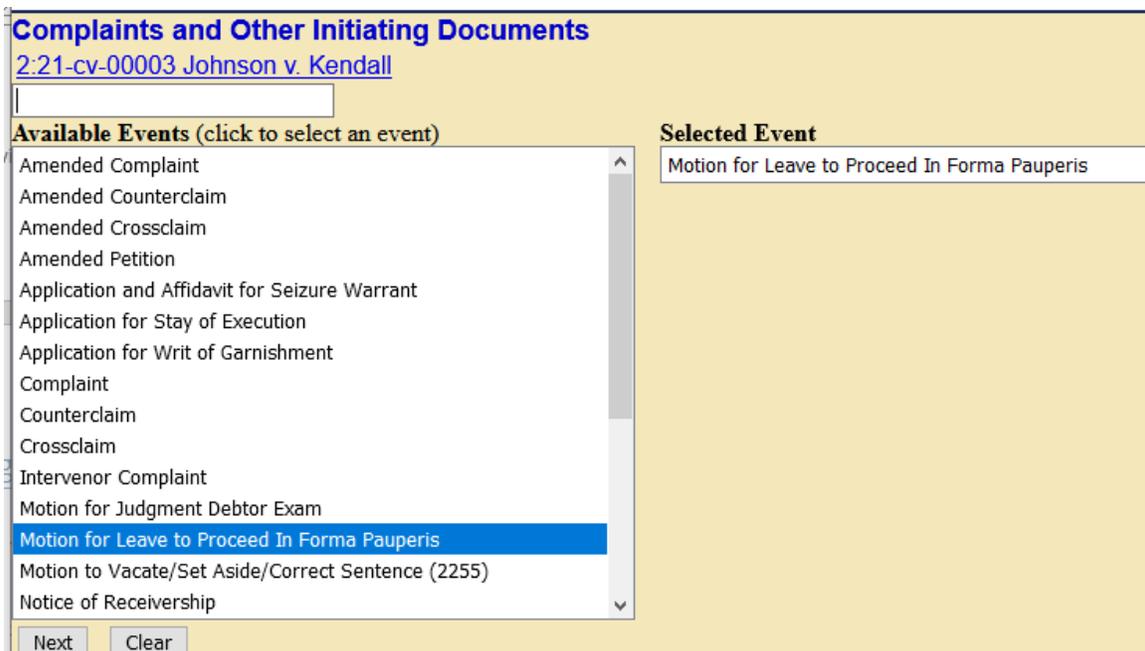
2. Once you created your case and received a case number, file your initial documents by going to **Civil > Initial Pleadings and Service > Complaints and Other Initiating Documents**.



3. Enter your **Case Number**.
4. You are shown your full case number and short title. Select **Next** to continue.



5. Select the **Motion for Leave to Proceed In Forma Pauperis** under **Available Events**, then select **Next**. **Note:** Motion for Leave to Proceed In Forma Pauperis does not receive a noting date.



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6. Select the party filing the document (the party represented by you) then select **Next**.

**Complaints and Other Initiating Documents**  
[2:21-cv-00003 Johnson v. Kendall](#)

Pick Filer

[Collapse All](#) [Expand All](#)

- Sally Jo Johnson pla
- David Kendall dft

Select the filer.

**Select the Party:**

- Johnson, Sally Jo [pla]
- Kendall, David [dft]

7. Leave all fields checked, then select **Next**.

- a. CM/ECF will link your name to the name of the party you are representing (the party you selected on the previous page) and activate electronic notice for this case.

**Complaints and Other Initiating Documents**  
[2:21-cv-00003 Johnson v. Kendall](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

Sally Jo Johnson (pty:pla) represented by Attorney WawdoneO (aty)  Notice

8. Select the party you are filing against (i.e. the opposing party) then select **Next**.

Please select the party that this filing is against.

**Select the Party:** OR **Select a Group:**

- Johnson, Sally Jo [pla]
- Kendall, David [dft]

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

# Filing a Motion for Leave to Proceed In Forma Pauperis (IFP): For Attorneys

9. CM/ECF asks if you have added all parties named in this filing.
  - a. If you did not add *all* parties during the initial case opening process, select **No** and select **Next**.
    - i. This returns you to the **Search for a party** screen. Add any remaining parties using the instructions covered in [Adding Parties](#).
  - b. If you are confident that you have added all parties named in this filing, select **Yes** and then select **Next**.
10. To upload your main document select **Browse** next to **Main Document** and/or **Browse under Attachments** for additional documents.
  - a. Upload the **Motion for Leave to Proceed In Forma Pauperis** as the main document.
  - b. Upload the **Complaint/Petition** as an attachment, leave **Category** blank and enter **Proposed Complaint/Petition** (depending on what you are filing) under **Description**.
  - c. Upload the **Civil Cover Sheet** as an attachment, select **Civil Cover Sheet** under **Category**.
  - d. Upload any additional documents as attachment with appropriate Category and/or Description for each.
    - i. In this example we are including a Summons. In this case, select **Summons** under **Category** and enter the name of the party for who you are issuing the summons under **Description**.
  - e. Once all documents are uploaded and labeled, select **Next**.

Select the PDF document and any attachments.

**Main Document**  
Browse... Motion.pdf

Attachments	Category	Description
1. Browse... NewCaseComplaint.pdf	<input type="text"/>	Proposed Complaint <input type="button" value="Remove"/>
2. Browse... NewCaseCivilCoverSheet.pdf	Civil Cover Sheet	<input type="text"/> <input type="button" value="Remove"/>
3. Browse... Summons.pdf	Summons	David Kendall <input type="button" value="Remove"/>
4. Browse... No file selected.	<input type="text"/>	<input type="text"/>

11. You are now given the opportunity to add additional details to your docket text if desired. This is not a requirement.

**Complaints and Other Initiating Documents**  
[2:21-cv-00003 Johnson v. Kendall](#)

Docket Text: Modify as Appropriate.

MOTION for Leave to Proceed In Forma Pauperis , filed by Sally Jo Johnson. (Attachments: # (1) Proposed Complaint, # (2) Civil Cover Sheet, # (3) Summons David Kendall) (WawdoneO, Attorney)

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12. Select **Next** to display the final text as it will appear on the docket.
13. If everything is correct, select **Next** to commit your filing.

**Complaints and Other Initiating Documents**  
[2:21-cv-00003 Johnson v. Kendall](#)

Docket Text: Final Text  
**MOTION for Leave to Proceed In Forma Pauperis , filed by Sally Jo Johnson. (Attachments: # (1) Proposed Complaint, # (2) Civil Cover Sheet, # (3) Summons David Kendall)(WawdoneO, Attorney)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**  
**Have you redacted?**

*Source Document Path (for confirmation only):*  
C:\fakepath\Motion.pdf pages: 1  
C:\fakepath\NewCaseComplaint.pdf pages: 1  
C:\fakepath\NewCaseCivilCoverSheet.pdf pages: 2  
C:\fakepath\Summons.pdf pages: 1

14. The **Notice of Electronic Filing** screen is displayed once you have completed the case opening.

**Complaints and Other Initiating Documents**  
[2:21-cv-00003 Johnson v. Kendall](#)

U.S. District Court  
[Test Application] Western District of Washington

**Notice of Electronic Filing**

The following transaction was entered by WawdoneO, Attorney on 2/24/2021 at 8:48 AM PST and filed on 2/24/2021  
**Case Name:** Johnson v. Kendall  
**Case Number:** [2:21-cv-00003](#)  
**Filer:** Sally Jo Johnson  
**Document Number:** [2](#)

**Docket Text:**  
**MOTION for Leave to Proceed In Forma Pauperis , filed by Sally Jo Johnson. (Attachments: # (1) Proposed Complaint, # (2) Civil Cover Sheet, # (3) Summons David Kendall)(WawdoneO, Attorney)**

2:21-cv-00003 Notice has been electronically mailed to:  
Attorney WawdoneO dcwawdsea+atty01.2@gmail.com

2:21-cv-00003 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

15. If filed correctly, the docket should look like the following:

02/24/2021	<a href="#">1</a>	MOTION for Leave to Proceed In Forma Pauperis , filed by Sally Jo Johnson. (Attachments: # <a href="#">1</a> Proposed Complaint, # <a href="#">2</a> Civil Cover Sheet, # <a href="#">3</a> Summons David Kendall)(WawdoneO, Attorney) (Entered: 02/24/2021)
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**Note:** Summons will not be issued and the Complaint/Petition will not be docketed until the motion for In Forma Pauperis is granted.