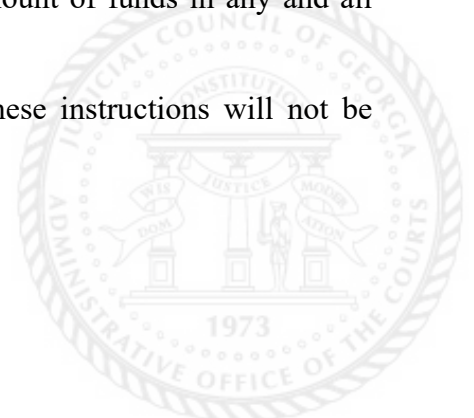


# INMATE FORM FOR CIVIL ACTIONS

## INSTRUCTIONS – READ CAREFULLY

**NOTE: O.C.G.A. § 9-10-14 (a) requires the proper use of this form and failure to use this form as required will result in the clerk of any court refusing to accept the action for filing.**

1. Any action filed by an inmate of a state or local penal or correctional institution against the state or a local government or against any agency or officer of a state or local government must be filed on the appropriate form or forms promulgated by the Administrative Office of the Courts of Georgia.
2. These forms may be obtained at the Administrative Office of the Courts website, directly from the Administrative Office of the Courts upon written request, or from the Administrative Office of the Courts through the head of the institution in which the inmate is incarcerated.
3. This application must be legibly handwritten or typewritten and signed by the petitioner. Any false statement of a material fact may serve as the basis for sanctions or prosecution for perjury. All questions must be answered concisely in the proper space on the form.
4. O.C.G.A. § 42-12-1 et seq. provides that an inmate's institutional account shall be frozen, and funds seized for court costs and fees. Additionally, the filing of frivolous litigation shall result in a deduction from such account.
5. Any inmate may submit with the complaint or other initial pleading any additional matter in any form if the pleading includes the form or forms attached hereto. Material attached to the forms should be legibly handwritten, typewritten, or copied.
6. Upon receipt of the appropriate filing fee or if permission to proceed in forma pauperis has been granted, your petition will be filed if it is in proper order.
7. If the inmate wishes to file an affidavit of indigency (i.e., a request to proceed in forma pauperis), it must be accompanied by a certification from the institution wherein the inmate is incarcerated that the financial statement correctly states the amount of funds in any and all custodial accounts held with the institution.
8. Any inmate form for civil action that does not conform to these instructions will not be accepted or filed.



**IN THE SUPERIOR COURT OF \_\_\_\_\_**  
**STATE OF GEORGIA**

\_\_\_\_\_,  
Plaintiff  
\_\_\_\_\_,  
Inmate Number

Civil Action No. \_\_\_\_\_

vs. Nature of Action:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

**INMATE FORM FOR CIVIL ACTION**

**PART I: BACKGROUND INFORMATION ON YOUR CONVICTION**

1. Name and location of prison in which you are now confined: \_\_\_\_\_  
\_\_\_\_\_

2. Sentence you are now serving: \_\_\_\_\_  
\_\_\_\_\_

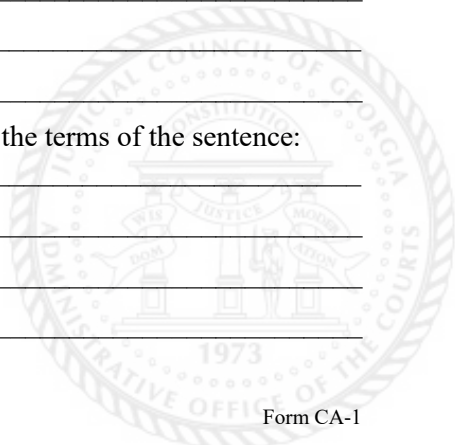
Name and location of court that imposed sentence: \_\_\_\_\_  
Approximate date your sentence will be completed: \_\_\_\_\_

3. The indictment number or numbers (if known) upon which, and each offense for which, your sentence was imposed:

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_

4. Give the approximate date upon which your sentence was imposed and the terms of the sentence:

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_



c. \_\_\_\_\_  
\_\_\_\_\_

5. Check whether a finding of guilty was made after a plea of:

- Guilty
- Guilty but mentally ill
- Nolo contendere
- Not guilty

6. If you were found guilty after a plea of not guilty, check whether the finding was made by:

- Jury
- Judge only

7. Did you appeal from the judgment of conviction or the imposition of sentence?

- Yes             No

8. If you did appeal, answer the following:

a. The name of each court to which you appealed:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

b. The result in each such court to which you appealed:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

c. The approximate date of each such result:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

d. If known, citations of any written opinion orders entered pursuant to such results:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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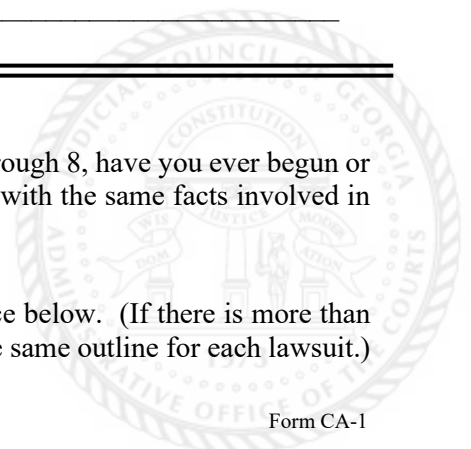
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## PART II: OTHER LAWSUITS

9. **OTHER THAN LAWSUITS ALREADY LISTED** in questions 3 through 8, have you ever begun or are you now beginning other lawsuits in federal or state court dealing with the same facts involved in this action or relating to your imprisonment?

- Yes             No

10. If your answer to question 9 is “Yes,” describe the lawsuit in the space below. (If there is more than one lawsuit, describe the additional lawsuits on another page, using the same outline for each lawsuit.)



a. Parties to the previous lawsuit:

Plaintiffs: \_\_\_\_\_

\_\_\_\_\_

Defendants: \_\_\_\_\_

\_\_\_\_\_

b. Court (If federal court, name the district. If a Georgia court, name the court and county.):

\_\_\_\_\_

c. Docket number: \_\_\_\_\_

d. Name of judge to whom case was assigned: \_\_\_\_\_

\_\_\_\_\_

e. Date on which you filed lawsuit: \_\_\_\_\_

f. Date of disposition, if any, of lawsuit: \_\_\_\_\_

g. What was the lawsuit about? \_\_\_\_\_

\_\_\_\_\_

h. What was the outcome of the lawsuit? (For example, was the case dismissed? Was it appealed? Is it still pending?) \_\_\_\_\_

i. Citations, if known, to any written opinions or orders in the lawsuit: \_\_\_\_\_

\_\_\_\_\_

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### PART III: GRIEVANCE PROCEDURES

11. Is there a prisoner grievance procedure at the institution in which you were confined when the events underlying this action occurred?

Yes       No

12. If your answer to question 11 is "Yes," please answer the following:

a. Did you present the facts relating to your complaint in the institution's prisoner grievance procedures?  Yes       No

b. If your answer to "a." directly above is "Yes," answer the following:

What steps did you take? \_\_\_\_\_

\_\_\_\_\_

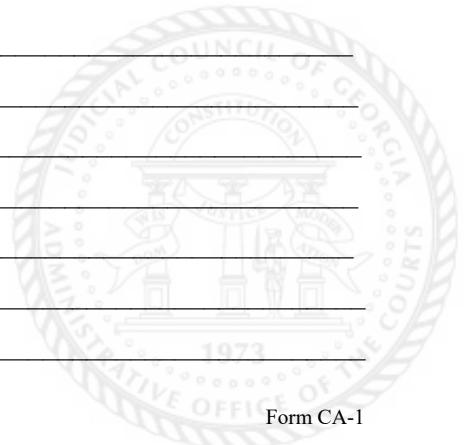
What was the result? \_\_\_\_\_

\_\_\_\_\_

c. If your answer to "a." directly above is "No," explain why not: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



13. Tell what you have done, other than what you have described in question 12, to bring your complaints to the attention of prison officials. In doing so, give dates, places, and names of persons talked to.

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14. Names and approximate dates of entry and exit, and locations of all prisons and jails in which you have been incarcerated:

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15. As to your present confinement, please state:

a. Which part of the penitentiary or jail are you held in?

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b. How long have you been in this part of the penitentiary or jail?

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**PART IV: STATEMENT OF CLAIMS**

16. List the name and address of each plaintiff in this lawsuit: \_\_\_\_\_

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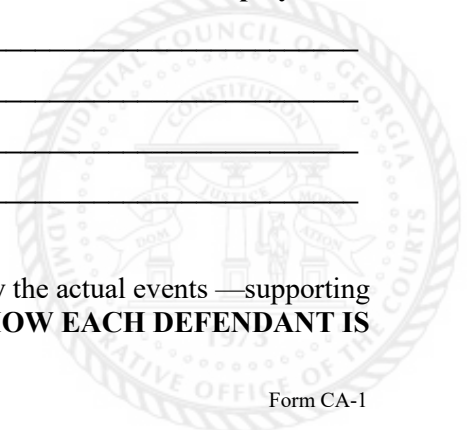
17. List below for each defendant: the defendant's full name, official position, and place of employment. Attach additional pages if necessary.

<b>Full Name</b>	<b>Official Position</b>	<b>Place of Employment</b>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

**STATEMENT OF CLAIM**

18. Describe each and every **FACT** — no opinions or personal views, only the actual events — supporting and explaining the basis for the lawsuit you have filed. **DESCRIBE HOW EACH DEFENDANT IS**



**INVOLVED.** Also include the names of other persons involved, dates, and places. If you intend to allege multiple related claims, you should number and set forth each claim separately. **DO NOT GIVE ANY LEGAL ARGUMENT OR CITE ANY CASES OR STATUTES** (you may attach additional pages if necessary).

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19. List the name and present address of every person who you believe was a witness to the facts set forth in question 18 and **BRIEFLY** state what each person knows (from having seen, heard, etc.) concerning what happened.

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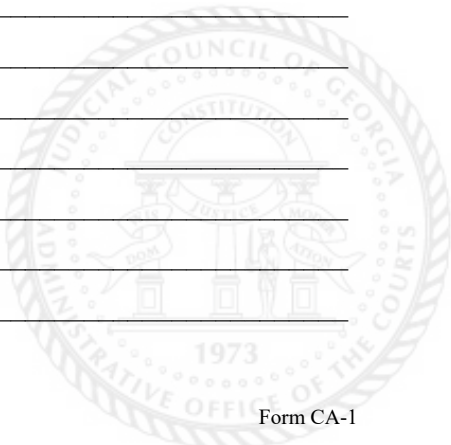
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I declare (or certify, verify, or state) under penalty of perjury that the foregoing statements made in this inmate form for civil action are true and correct.

Executed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Plaintiff

