

IN THE SUPERIOR COURT OF _____
STATE OF GEORGIA

_____,
Plaintiff

_____,
Inmate Number

vs.

Civil Action No. _____

Nature of Action:

_____,

_____,

_____,
Defendant(s)

INMATE FORM FOR CIVIL ACTION

PART I: BACKGROUND

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

2. Sentence you are now serving : _____

Name and location of court which imposed sentence : _____

Approximate date your sentence will be completed : _____

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

a. _____

b. _____

c. _____

4. Give the approximate date upon which 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 that finding was made by :
- A Jury A Judge without a Jury
7. Did you appeal from the judgment of conviction or the imposition of sentence?
- Yes No If your answer is "Yes", complete 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 or orders entered pursuant to such results :
1. _____
2. _____
3. _____

PART II: OTHER LAWSUITS

8. **OTHER THAN LAWSUITS ALREADY LISTED** in questions 3 through 7, have you ever begun or are you now beginning other lawsuits in federal or state courts dealing with the same facts involved in this action or relating to your imprisonment?
- Yes No
9. If your answer to number 8 is "Yes", describe the lawsuit in the space below. (If there is more than one lawsuit, describe the additional lawsuits on another piece of paper, using the same outline for each lawsuit.)
- a. Parties to the previous lawsuit :
- Plaintiffs : _____

- Defendants : _____

- b. Court (If federal court, name the district. If state court, name the court and county) :
- _____
- c. Docket Number : _____

- d. Name of judge to whom the 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 : _____

PART III: GRIEVANCE PROCEDURES

10. Is there a prisoner grievance procedure at the institution in which you are presently confined?
 Yes No
11. If your answer to number 10 is "Yes", 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) above is "Yes",
What steps did you take? _____

- What was the result? _____

- c. If your answer to (a) above is "No", explain why not : _____

12. Tell what you have done, other than what you have described in question 11, to bring your complaints to the attention of prison officials. In so doing, give dates, places, and names of persons talked to.

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

14. As to your present confinement, state :
Which part of the penitentiary or jail you are held in : _____

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

The full name of every prisoner now confined in the same general area : _____

PART IV: STATEMENT OF CLAIMS

15. List the name and address of each plaintiff in this lawsuit : _____

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

<u>Full Name</u>	<u>Official Position</u>	<u>Place of Employment</u>
------------------	--------------------------	----------------------------

_____	_____	_____
_____	_____	_____

STATEMENT OF CLAIM

17. Describe each and every **FACT** - not your opinions or views but what actually happened - supporting and explaining the basis for the lawsuit you have filed. **DESCRIBE HOW EACH DEFENDANT IS INVOLVED.** Include also the names of other persons involved, dates and places. If you intend to allege a number of 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 sheets of paper if necessary.)

