

**INSTRUCTIONS FOR FILING A  
MOTION TO VACATE, SET ASIDE, OR CORRECT SENTENCE  
PURSUANT TO 28 U.S.C. SECTION 2255**

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**-READ CAREFULLY-**

**Personal Identifiers in Paper Filings**

Federal Rules of Civil Procedure 5.2 addresses privacy and security concerns over public access to electronic court files. Under this rule, papers filed with the court should not contain anyone's full social-security number or full birth date; the name of a person known to be a minor; or a complete financial-account number. A filing may include only the last four digits of a social-security number or taxpayer identification number; the year of someone's birth; a minor's initials; and the last four digits of a financial-account number. Please review the rule for a complete listing and exceptions.

- 1) The motion must be legibly handwritten or typewritten and signed by the movant. It is not necessary to swear to the motion under oath before a notary public. However, you must attest under penalty of perjury that your motion is true and correct. You are warned that any false statement of a material fact may subject you to further prosecution and conviction.
- 2) All questions must be answered concisely in the proper space on the form. Additional pages are not permitted except with respect to the facts upon which you rely to support your claim, if necessary. Briefs or arguments are not to be submitted unless requested by an order of court. Documents submitted which are not in compliance with this instruction will be returned.
- 3) In a single motion you may challenge the judgment of only one court. If you seek to challenge several judgments of conviction entered by different judges, either in the same or different districts, you must file separate motions as to each judgment in the appropriate district.
- 4) In your motion you should raise all available grounds for relief. If you fail to do so, you may be barred from presenting additional grounds at a later date.
- 5) No filing fee is required with this motion. However, if you do not have the necessary funds for transcripts, counsel, appeal and other costs connected with a motion of this type, you may request permission to proceed in forma pauperis. To do this, you must execute the enclosed affidavit setting forth information establishing your inability to pay the costs. If you wish to proceed in forma pauperis, you must also have an authorized officer at the correctional institution complete the certificate indicating the amount of money and securities on deposit in any trust account in the institution.
- 6) When the motion is fully completed, if your motion is being filed in the Eastern Division, mail the original and any exhibits to the Clerk of the United States District Court, Prisoner Correspondence, 219 South Dearborn Street, 20<sup>th</sup> floor, Chicago, Illinois 60604. If your motion is being filed in the Western Division, mail the original petition and any exhibits to the Clerk of the United States District Court, Prisoner Correspondence, 327 South Church Street, Rockford, Illinois 61101.