



**UNITED STATES DISTRICT COURT**  
**NORTHERN DISTRICT OF WEST VIRGINIA**

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**INSTRUCTIONS FOR FILING A MOTION TO VACATE  
OR MODIFY SENTENCE PURSUANT TO 28 U.S.C. SECTION 2255**

**This packet is to be used by *pro se* prisoners being held in custody who wish to attack or challenge a federal conviction or sentence imposed by the United States District Court for the Northern District of West Virginia. Do NOT use this form for anything other than a motion to vacate or modify sentence pursuant to 28 U.S.C. § 2255. Separate forms are available for other actions. The Clerk of Court can send you a copy upon request, or one should be available in the law library of your institution.**

**GENERAL INFORMATION**

**THE RIGHT COURT**

You may file your **2255 motion** in the United States District Court for the Northern District of West Virginia **only** if you were convicted in this District.

**BASIC GUIDELINES**

When filing forms and documents with the Court, you must follow these guidelines:

- Complete all forms as thoroughly as possible
- Use letter size paper only (8 ½ x 11)
- Sign all documents
- Send the original
- Do not use pencil. Either type or print neatly using black or blue pens only
- Do not bind or staple documents
- Write only on the fronts of documents, do not write on the backs of documents
- Number all additional pages

**FORMS AND INSTRUCTIONS FOR FILING DOCUMENTS**

Directions for filing a motion are listed below and all necessary forms are included. Please read all of the following instructions carefully before completing **ANY** of the attached forms. **PLEASE ALSO READ THE LOCAL RULES OF PRISONER LITIGATION.**

**THE MOTION** (Attachment A). *Instructions for Completing the Motion Form:*

- a. Submit one original motion to the Court. Keep one exact copy of the motion for your records. If you do not keep a copy of your motion and later request a copy from the Court, you will be required to pay a copying fee of \$0.50 per page.
- b. Forms from other districts are not permitted.
- c. Do not write on the back of the motion forms. If you need more space, use additional sheets of paper not to exceed a total of five (5) typed pages or ten (10) neatly printed pages unless accompanied by a Motion for Leave to file excess pages. (LR PL 3.4.4). Additional pages must be numbered. Your motion and all other pleadings/documents must be in English and must be neatly printed or typed. (LR PL 3.4.1).
- d. **GROUND:** You are required to give facts regarding your motion. When your motion involves more than one incident, each incident should be identified as a separate ground. Each incident must include appropriate supporting facts and must be clearly described, including the relevant times, dates and locations.
- e. **RELIEF REQUESTED:** State what you want the Court to do for you. Do not make legal arguments.
- f. **VERIFICATION:** You should make sure that all answers are true and correct. You must declare under “Penalty of Perjury” that the information contained in your motion is true and accurate. This is done by signing the motion form on p. 18.

- g. Note: under RULE 11, Federal Rules of Civil Procedure: only the signature of a *pro se* party on pleadings will be acceptable to the Court.

### **FILING THE PETITION**

After completing the motion and all applicable forms, proofread them to ensure compliance with all instructions. Return the completed forms to the appropriate point of holding court. The appropriate point of holding court is the court where you were sentenced. The West Virginia counties for each point of holding court are listed below.

Clerk, U.S. District Court  
500 W. Pike St., Rm 301,  
Clarksburg, WV 26302  
Attn: Inmate Litigation Clerk  
Pleasants, Ritchie, Calhoun, Gilmer,  
Braxton, Doddridge, Harrison,  
Marion, Monongalia, Taylor and  
Preston Counties

Clerk, U.S. District Court  
PO Box 471  
Wheeling, WV 26003  
Attn: Inmate Litigation Clerk  
Hancock, Brooke, Ohio,  
Marshall, Wetzel and  
Tyler Counties

Clerk, U.S. District Court  
217 W. King St., Room 102  
Martinsburg, WV 25401  
Attn: Inmate Litigation Clerk  
Mineral, Hampshire, Morgan,  
Berkeley and Jefferson Counties

Clerk, U.S. District Court  
PO Box 1518  
Elkins, WV 26241  
Attn: Inmate Litigation Clerk  
Lewis, Upshur, Webster,  
Pocahontas, Randolph,  
Pendleton, Barbour, Tucker,  
Grant and Hardy Counties

### **FILING FEE**

No filing fee is required for a motion filed under Title 28 U.S.C. Section 2255.

**FILING DOCUMENTS AFTER THE  
RESPONDENT HAS BEEN ORDERED TO ANSWER**

Documents filed with the Clerk of Court after the respondent has been ordered to answer must be filed with the Court in writing in the form of a pleading, for example: motion, notice, memorandum, etc.

You must serve respondent's counsel with a copy of every pleading, letter, or other document submitted for consideration by the Court. The original of all documents filed with the Clerk must have a "Certificate of Service" (Attachment B).

The Court may return any document submitted to the Clerk of Court for filing that does not bear a proper Certificate of Service. You must sign all papers (pleadings, letters, motions, or other documents) relating to your case and must state the case number. All documents and correspondence submitted to the Clerk of Court should be on letter-size paper (8 ½ x 11 inches). Do not use legal-size (8 ½ x 14 inches) paper.

**IMPORTANT ADDITIONAL INFORMATION**

1. IF YOU DO NOT KEEP THE COURT ADVISED OF YOUR CURRENT ADDRESS, YOUR CASE WILL BE DISMISSED BY THE COURT.
2. It is improper to communicate directly with Judges or Magistrate Judges concerning matters that may become a subject in their Court.
3. The Clerk, Judges, Laws Clerks, and Magistrate Judges are prohibited from giving legal advice to litigants.

Thank you in advance for your cooperation regarding these instructions.

AT THE DIRECTION OF THE COURT

*Cheryl Dean Riley, Clerk*

UNITED STATES DISTRICT COURT FOR THE  
NORTHERN DISTRICT OF WEST VIRGINIA

**MOTION UNDER 28 U.S.C. § 2255 TO VACATE, SET ASIDE, OR CORRECT SENTENCE BY A PERSON IN FEDERAL CUSTODY**

<b>United States District Court</b>	Northern District of West Virginia
Name (under which you were convicted):	Criminal Case No.:
Place of Confinement:	BOP Prisoner No.:

**MOTION**

1. (a) Name and location of court that entered the judgment of conviction you are challenging: \_\_\_\_\_  
\_\_\_\_\_
- (b) Criminal case number (if you know): \_\_\_\_\_
2. (a) Date of the judgment of conviction (if you know): \_\_\_\_\_
- (b) Date of sentencing: \_\_\_\_\_
3. Length of sentence: \_\_\_\_\_
4. Nature of crime (all counts): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. (a) What was your plea? (Check one)

Not guilty  Guilty  Nolo contendere (no contest)

(b) If you entered a guilty plea to one count of the indictment, and a not guilty plea to another count of the indictment, what did you plead guilty to and what did you plead not guilty to? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If you went to trial, what kind of trial did you have? (Check one)

Jury  Judge only

7. Did you testify at a pretrial hearing, trial, or post-trial hearing?

Yes  No

8. Did you appeal from the judgment of conviction? Yes  No

9. If you did appeal, answer the following:

(a) Name of court: \_\_\_\_\_

(b) Appeal case number (if you know): \_\_\_\_\_

(c) Result: \_\_\_\_\_

(d) Date of result (if you know): \_\_\_\_\_

(e) Grounds raised: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Did you file a petition for certiorari in the United States Supreme Court?

Yes  No

If yes, answer the following:

(1) Case number (if you know): \_\_\_\_\_

(2) Result: \_\_\_\_\_

(3) Date of result (if you know): \_\_\_\_\_

(4) Grounds raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Other than the direct appeals listed above, have you previously filed any other motions, petitions, or applications concerning this judgment of conviction in any court?       Yes       No

11. If your answer to Question 10 was “Yes,” give the following information:

(a) (1) Name of court: \_\_\_\_\_

(2) Case number (if you know): \_\_\_\_\_

(3) Date of filing (if you know): \_\_\_\_\_

(4) Nature of the proceeding: \_\_\_\_\_

(5) Grounds raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(6) Did you receive a hearing where evidence was given on your motion, petition, or application?       Yes       No

(7) Result: \_\_\_\_\_

(8) Date of result (if you know): \_\_\_\_\_

- (b) If you filed a second motion, petition, or application, give the same information:

(1) Name of court: \_\_\_\_\_

(2) Case number (if you know): \_\_\_\_\_

(3) Date of filing (if you know): \_\_\_\_\_

(4) Nature of the proceeding: \_\_\_\_\_

(5) Grounds raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(6) Did you receive a hearing where evidence was given on your petition, application, or motions?     Yes     No

(7) Result: \_\_\_\_\_

(8) Date of result (if you know): \_\_\_\_\_

(c) Did you appeal to a federal appellate court having jurisdiction over the action taken on your motion, petition, or application?

(1) First Petition:            Yes         No

(2) Second petition:        Yes         No

(d) If you did not appeal from the action on any motion, petition, or application, explain briefly why you did not: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. For this motion, state every ground on which you claim that you are being held in violation of the Constitution, laws, or treaties of the United States. Attach no more than 5 typed or 10 neatly printed additional pages total for all grounds if you have more than four grounds. State the facts supporting each ground.



**GROUND ONE:**

(a) Supporting facts (Do not argue or cite law. Just state the specific facts that support your claim.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (b)

**Direct Appeal of Ground One:**

(1) If you appealed from the judgment of conviction, did you raise this issue?

Yes  No

(2) If you did not raise this issue in your direct appeal, explain why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) **Post Conviction Proceedings:**

(1) Did you raise this issue in any post-conviction motion, petition, or application after conviction other than direct appeal?

Yes  No

(2) If your answer to Question (c)(1) is “Yes,” state:

Type of motion or petition: \_\_\_\_\_

Name and location of the court where the motion or petition was filed:

\_\_\_\_\_

\_\_\_\_\_

Case number (if you know): \_\_\_\_\_

Date of the Court's decision: \_\_\_\_\_

Result (attach a copy of the court's opinion or order, if available): \_\_\_\_\_

(3) Did you receive a hearing on your motion, petition or application?

Yes     No

(4) Did you appeal from the denial of your motion, petition, or application?

Yes     No

(5) If your answer to Questions (c)(4) is "Yes," did you raise this issue in the appeal?     Yes     No

(6) What was the result? \_\_\_\_\_

(7) If your answer to Question (c)(4) or Question (c)(5) is "No," explain why you did not appeal or raise this issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROUND TWO:**

(a) Supporting facts ( Do not argue or cite law. Just state the specific facts that support your claim.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) **Direct Appeal of Ground Two:**

(1) If you appealed from the judgment of conviction, did you raise this issue?

Yes  No

(2) If you did not raise this issue in your direct appeal, explain why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c) Post Conviction Proceedings:**

(1) Did you raise this issue in any post-conviction motion, petition, or application after conviction other than direct appeal?

Yes  No

(2) If your answer to Question (c)(1) is “Yes,” state:

Type of motion or petition: \_\_\_\_\_

Name and location of the court where the motion or petition was filed:

\_\_\_\_\_  
\_\_\_\_\_

Case number (if you know): \_\_\_\_\_

Date of the Court’s decision: \_\_\_\_\_

Result (attach a copy of the court’s opinion or order, if available): \_\_\_\_\_

\_\_\_\_\_

(3) Did you receive a hearing on your motion, petition or application?

Yes  No

(4) Did you appeal from the denial of your motion, petition, or application?

Yes  No

(5) If your answer to Questions (c)(4) is “Yes,” did you raise this issue in the

appeal?     Yes     No

(6) What was the result? \_\_\_\_\_  
\_\_\_\_\_

(7) If your answer to Question (c)(4) or Question (c)(5) is “No,” explain why you did not appeal or raise this issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROUND THREE:**

(a) Supporting facts (Do not argue or cite law. Just state the specific facts that support your claim.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) Direct Appeal of Ground Three:**

(1) If you appealed from the judgment of conviction, did you raise this issue?

Yes     No

(2) If you did not raise this issue in your direct appeal, explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c) Post Conviction Proceedings:**

(1) Did you raise this issue in any post-conviction motion, petition, or application after conviction other than direct appeal?

Yes  No

(2) If your answer to Question (c)(1) is “Yes,” state:

Type of motion or petition: \_\_\_\_\_

Name and location of the court where the motion or petition was filed:

\_\_\_\_\_  
\_\_\_\_\_

Case number (if you know): \_\_\_\_\_

Date of the Court’s decision: \_\_\_\_\_

Result (attach a copy of the court’s opinion or order, if available): \_\_\_\_\_

\_\_\_\_\_

(3) Did you receive a hearing on your motion, petition or application?

Yes  No

(4) Did you appeal from the denial of your motion, petition, or application?

Yes  No

(5) If your answer to Questions (c)(4) is “Yes,” did you raise this issue in the appeal?  Yes  No

(6) What was the result? \_\_\_\_\_

\_\_\_\_\_

(7) If your answer to Question (c)(4) or Question (c)(5) is “No,” explain why you did not appeal or raise this issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GROUND FOUR:**

(a) Supporting facts ( Do not argue or cite law. Just state the specific facts that support your claim.): \_\_\_\_\_

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**(b) Direct Appeal of Ground Four:**

(1) If you appealed from the judgment of conviction, did you raise this issue?

Yes  No

(2) If you did not raise this issue in your direct appeal, explain why: \_\_\_\_\_

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**(c) Post Conviction Proceedings:**

(1) Did you raise this issue in any post-conviction motion, petition, or application after conviction other than direct appeal?

Yes  No

(2) If your answer to Question (c)(1) is “Yes,” state:

Type of motion or petition: \_\_\_\_\_

Name and location of the court where the motion or petition was filed:

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Case number (if you know): \_\_\_\_\_

Date of the Court’s decision: \_\_\_\_\_

Result (attach a copy of the court's opinion or order, if available): \_\_\_\_\_

\_\_\_\_\_

(3) Did you receive a hearing on your motion, petition or application?

Yes     No

(4) Did you appeal from the denial of your motion, petition, or application?

Yes     No

(5) If your answer to Questions (c)(4) is "Yes," did you raise this issue in the appeal?     Yes     No

(6) What was the result? \_\_\_\_\_

\_\_\_\_\_

If your answer to Question (c)(4) is "Yes," state:

(7) If your answer to Question (c)(4) or Question (c)(5) is "No," explain why you did not appeal or raise this issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Is there any ground in this motion that you have not previously presented in some federal court? If so, which ground or grounds have not been presented, and state your reasons for not presenting them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Do you have any motion, petition, or appeal now pending (filed and not decided yet) in any court for the judgment you are challenging?    Yes        No

If "Yes," state the name and location of the court, the case number, the type of proceeding, and the issues raised. \_\_\_\_\_

\_\_\_\_\_

15. Give the name and address, if known, of each attorney who represented you in the following stages of the judgment you are challenging:

(a) At preliminary hearing: \_\_\_\_\_

(b) At arraignment and plea: \_\_\_\_\_

(c) At trial: \_\_\_\_\_

(d) At sentencing: \_\_\_\_\_

(e) On appeal: \_\_\_\_\_

(f) In any proceeding after conviction other than direct appeal: \_\_\_\_\_

(g) On appeal from any ruling against you in any post-conviction proceeding after conviction other than direct appeal: \_\_\_\_\_

16. Were you sentenced on more than one count of an indictment, or on more than one indictment, in the same court and at the same time? Yes  No

17. Do you have any future sentence to serve after you complete the sentence for the judgment that you are challenging? Yes  No



- (a) If so, give name and location of court that imposed the other sentence you will serve in the future: \_\_\_\_\_
- (b) Give the date the other sentence was imposed: \_\_\_\_\_
- (c) Give the length of the other sentence: \_\_\_\_\_
- (d) Have you filed, or do you plan to file, any motion, petition, or application that challenges the judgment or sentence to be served in the future?  
Yes  No

18. TIMELINESS OF MOTION: If your judgment of conviction became final more than one year ago, you must explain why the one-year statute of limitations as contained in 28 U.S.C. § 2255 does not bar your motion.<sup>1</sup>

Therefore, you ask that the Court grant the following relief:

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<sup>1</sup> The Antiterrorism and Effective Death Penalty Act of 1996 (“AEDPA”) as contained in 28 U.S.C. § 2255 paragraph 6, provides in part that:

A one-year period of limitation shall apply to a motion under this section. The limitation period shall run from the latest of -

- (1) the date on which the judgment of conviction became final;
- (2) the date on which the impediment to making a motion created by governmental action in violation of the Constitution or laws of the United States is removed, if the movant was prevented from making such a motion by such governmental action;
- (3) the date on which the right asserted was initially recognized by the Supreme Court, if that right has been newly recognized by the Supreme Court, if applicable to cases on collateral review; or
- (4) the date on which the facts supporting the claim or claims presented could have been discovered through the exercise of due diligence.

and any other relief to which you may be entitled.

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Signature of Attorney (if any)

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct and that this Motion under 28 U.S.C. § 2255 was placed in the prison mailing system on \_\_\_\_\_ (month, day, year).

Executed (signed) on \_\_\_\_\_ (date).

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Your Signature

If the person signing is not you, state the relationship to you and explain why you are not signing this petition.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

\_\_\_\_\_

\_\_\_\_\_  
*Your full name*

v.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Enter above the full name of respondent in this action*

**Certificate of Service**

I, \_\_\_\_\_ (your name here), appearing *pro se*, hereby certify that I have served the foregoing \_\_\_\_\_ (title of document being sent) upon the respondent by depositing true copies of the same in the United States mail, postage prepaid, upon the following counsel of record for the respondent on \_\_\_\_\_ (insert date here):

(List name and address of counsel for respondent)

\_\_\_\_\_  
(sign your name)

**UNITED STATES DISTRICT COURT**  
**NORTHERN DISTRICT OF WEST VIRGINIA**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

v.

Case Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF CHANGE OF ADDRESS AND/OR CONTACT INFORMATION FOR PRO SE LITIGANTS**

*(Note: You must keep your contact information (address and phone number) current with the Court. The Court and opposing counsel will send orders, correspondence, motions, pleadings, notices, etc., to the last address filed with the Court in writing. Please file a separate Notice of Change of Address form for each case in which you are involved.)*

I hereby notify the Court that my address has changed as follows:

Your name: \_\_\_\_\_

Old Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My current telephone number is: \_\_\_\_\_

I hereby request that copies of any future orders, correspondence, motions, pleadings, notices, etc., be provided to me at this new address.

**I will notify the Clerk of Court in writing by filing a new Notice form if my address or telephone number changes.**

Date: \_\_\_\_\_

Signature \_\_\_\_\_