

Downloadable Checklist

FARA Contact Checklist

- Confirm the filing is a FARA matter.
- Use the FARA Unit for registration and eFile questions.[justice+1](#)
- Use the FARA Unit mailing address for correspondence.[justice](#)
- Record the phone numbers and email address.[justice](#)
- Confirm public office hours before visiting.[justice](#)

Civil DOJ Contact Checklist

- Confirm the matter belongs with the DOJ Civil Division.
- Use the Civil Division mailing address for correspondence.[justice](#)
- Use Civil.Feedback@usdoj.gov for email contact.[justice](#)
- Use the DOJ main switchboard for general routing.[justice](#)
- Confirm whether another DOJ section handles the issue.[justice+1](#)

RICO Filing Checklist

- Confirm the proper federal district court.
- Check the local court rules.
- Prepare the complaint and any required RICO statement.[jenner+1](#)
- Contact the clerk's office for filing procedures.
- Confirm service and deadline requirements.

Disclaimer Footer

This page is for informational purposes only and does not constitute legal advice. DOJ contact information and filing procedures may change, and users should verify all details with the official agency or court before filing.