

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

**Brenda K. Sannes
Chief U.S. District Judge**



**Federal Building and Courthouse
P.O. Box 7367
Syracuse, New York 13261-7367
(315) 234-8500**

Date: December 1, 2022

To: All Members of the Northern District Bar

From: Chief Judge Brenda K. Sannes

Re: Pro Bono Requirements

Dear Attorney:

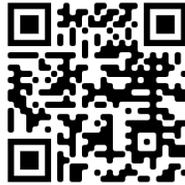
The Northern District of New York has a long history of providing pro bono representation to eligible, unrepresented litigants in civil actions. A pro bono lawyer who represents a pro se litigant not only ensures equal access to the courts but also is provided with a unique opportunity to hone litigation skills and appear before a federal judge. Because many pro bono appointments are not made until a case has survived a dispositive motion, pro se cases often provide a rare opportunity for an immediate trial. Local Rule 83.3 governs pro bono service and requires permanently admitted attorneys to accept no more than one pro bono assignment per year.

The Court will make an equitable distribution of appointments among the active members of the bar. On average, 40 pro bono appointments are made across the district every year, so it is expected that based on the number of attorneys admitted, individual attorneys will not be asked to handle more than one appointment every two to three years. If you would like to volunteer for an assignment, please send an email to probono@nynd.uscourts.gov.

Upon receiving an order of appointment from the Court, the attorney shall have ten business days to review the case and file either a notice declining the appointment due to a conflict or file a notice of appearance. Understanding the sacrifice that is made and the additional burden the appointment may place on your practice, the Court will make every attempt to ensure that from the time of appointment to disposition is no longer than six months.

The Court is working with the Northern District of New York Federal Court Bar Association to provide annual CLE sessions on representation in civil rights cases. For more information regarding the Northern District FCBA, including pro bono materials, please visit their website at www.ndnyfcba.org.

Finally, please use the **QR codes** below to follow the court through our Twitter and FaceBook pages where updated information is frequently posted.



Thank you and I look forward to working with you in the future.

Honorable Brenda K. Sannes
Chief Judge, USDC NDNY