

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

John M. Domurad
Clerk of Court

Daniel R. McAllister
Chief Deputy



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Remote Services for *Pro se* Litigants

The Northern District of New York is pleased to offer three platforms for *pro se* litigants to interact with the Clerk's Office:

Transmit Documents Electronically to Clerk's Office:

Pro se litigants can now electronically transmit documents in PDF format to the Clerk's Office for starting a new case or to be filed in CM/ECF in an existing case using the electronic upload feature found on the Court's website at <https://www.nynd.uscourts.gov/submitting-files-court>.

- Instructions for filing a new case can be found at <https://www.nynd.uscourts.gov/instructions-filing-complaint>. For new cases, you must include a complaint, civil cover sheet, proposed summons for each defendant, pro se notice, and if seeking waiver of filing fee, an application to proceed *in forma pauperis*. All forms are available on the Court's website at <https://www.nynd.uscourts.gov/pro-se-forms-and-resources>. Upon receipt of a new case filing, clerk will email a link to pay the filing fee, if required.
- All documents transmitted electronically to be filed in CM/ECF¹ in an existing case should include the caption and case number on the first page of each document.

Video Appointment via Microsoft Teams:

The public can schedule a video appointment with a Clerk using a smartphone, tablet or computer via Microsoft Teams.

- Save a trip to the clerk's office and get all your questions answered by a clerk via videoconference.
- Obtain copies of forms, pro se handbook, local rules or documents electronically.
- Pay court fees via debit or credit card, bank account (ACH), PayPal or Amazon account.
- To book a video appointment with the Clerk's Office, simply visit our website at <https://www.nynd.uscourts.gov/video-meeting-clerks-office-through-microsoft-teams>.

Remote Operations Center:

The public can conduct all Clerk's Office business at the Remote Operations Center located on the 1st floor of the Binghamton Courthouse during extended hours from 8:30 am to 4:30 pm via videoconference.

- Scan and file documents in new or existing cases.
- Review case docket sheets, search CM/ECF and print documents (fee may be required).
- Pay court fees via debit or credit card, bank account (ACH), PayPal or Amazon. (no cash)
- Criminal debt can be paid by debit card, bank account (ACH) or PayPal.
- Obtain copies of documents, forms, pro se handbook, and local rules.

¹ Documents submitted electronically will be filed in ECF by a member of the clerk's office. The submission date will be preserved and used for the date of filing.