UNITED STATES DISTRICT COURT
Northern District of New York

10/31/23

Remote Services for *Pro se* Litigants

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

Transmit Documents Electronically to Clerk's Office via MFT:
Pro se litigants can now electronically transmit documents in PDF format to the Clerk's Office to start 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. Clerk will email a link to pay the filing fee, if required.
- All documents transmitted electronically to be filed in CM/ECF[1] 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, attorneys, support staff and pro se litigants 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.
- Troubleshoot errors in CM/ECF with a Court Clerk.
- To book a video appointment via Teams 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)
- Pay criminal debt by debit card, bank account (ACH) or PayPal. (no credit cards)
- Obtain copies of documents, forms, pro se handbook, and local rules.

Apply for permission to electronically file in ECF (Court's Electronic Case Filing System)
At any time during a pending case, a Pro se litigant can file a motion to request permission to electronically file documents in ECF and to receive service of documents filed via email. Terms and conditions apply.

- Obtain the Instructions, fillable form for a Pro Se Motion for Permission to Electronically File in ECF, and *Pro Se* CM/ECF Registration Form at https://www.nynd.uscourts.gov/forms/pro-se-motion-permission-electronically-file-ecf.

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[1] Documents submitted electronically via MFT 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.