Updated: 1/1/26

UNITED STATES DISTRICT COURT
Northern District of New York

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:

Electronic Service of ALL documents filed in your case: Instead of paper documents sent by regular mail, *Pro se* litigants can OPT IN to receive electronic service via email of all documents filed on the public docket in CM/ECF by completing and signing a "Pro Se Consent to Electronic Service". You must have regular access to email, an active PACER account, and agree to the conditions in the signed Consent.

Transmit Documents Electronically to Clerk's Office via MFT:
Pro se litigants can electronically transmit documents in PDF format in compliance with Local Rule 10.1 to the Clerk's Office to start a new case or documents to be filed in CM/ECF in an existing case using MFT found on the Court's website at https://www.nynd.uscourts.gov/submitting-files-court-mft.

- 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.

Chat with a Clerk: Communicate with a clerk during business hours via the Court's Chat feature by clicking on "**Let's Chat**" found on the bottom right corner of the Court's website at www.nynd.uscourts.gov. After hours, you can obtain answers to frequently asked questions and links to forms by asking the "**Let's Chat"** AI bot.

Video Appointment via Microsoft Teams:
Pro se litigants can schedule a video appointment with a Clerk using a smartphone, tablet or computer via Teams.

- Save a trip to the clerk's office and get all your questions answered by a clerk via videoconference.
- Pay court fees via debit or credit card, bank account (ACH), PayPal or Amazon account.
- Schedule a video appointment via Teams with a Clerk 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. Obtain copies of forms, local rules and documents.
- Review case docket sheets, search CM/ECF and print documents (fee may be required).
- Pay court fees or criminal debt by debit card, bank account (ACH) or PayPal.

Apply for permission to electronically file in ECF (Court's Electronic Case Filing System)
At any time during the pendency of a 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, 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.