Updated: 1/1/26

UNITED STATES DISTRICT COURT
For the
NORTHERN DISTRICT OF NEW YORK

Pro Se Notice

Court records indicate you have elected to pursue or defend an action in this Court without the assistance of an attorney. Although the Court Clerk's Office is here to assist you with your filings, it is important to note that, by statute, **Clerk's Office personnel are prohibited from giving legal advice**.[1]

Clerk's Office personnel are not allowed to:

- Discuss the merits of your case or any specific claim or defense;
- Discuss the application of statutes, rules or case law to individual claims or defenses;
- Express an opinion on the validity of a claim or defense or the proper forum or jurisdiction in which you should bring your claims;
- Discuss the "best" procedure to accomplish a particular objective;
- Transmit any information to a Judicial Officer except as provided in the applicable statutes and local rules;
- Interpret the meaning or effect of any order, judgment or rules of the Court.

Clerk's Office personnel are allowed to:

- Give you basic case information contained within the public case file (for example, public documents filed and the dates they were filed, public scheduling notices, etc.);
- Show you the various Local Rules, General Orders or other publicly available statements of Court operations without giving you an interpretation of their meaning or effect;
- Provide you with Court-approved forms and guidance materials (for example, Pro Se Manual, Local Rules, General Orders, etc.). Court personnel can also provide guidance in filling out the form but cannot tell you what information you should provide on the form;
- Provide you with information regarding general deadlines and due dates without specific reference to your case. You are responsible for deadlines and due dates applicable to your case.

[1] Section 955 of Title 28 of the United States Code specifically precludes the Clerk and Deputy Clerks from practicing law in any Court of the United States.

IMPORTANT REMINDERS

- **Personal Privacy Protection**: It is your obligation to redact all documents which include social security numbers, names of minor children, names of victims, dates of birth, financial account numbers, home addresses (except *pro se* parties' addresses), driver's license numbers, medical records, employment history, and individual financial information. Local Rule ("L.R") 5.2. If disclosure of the redacted personal identifiers is essential to prove your case, you should submit a redacted copy of the document with a motion requesting permission to submit an unredacted copy under seal pursuant to L.R. 5.2(b), L.R. 5.3. The Clerk will not review each filing for compliance with this Rule. You are cautioned that failure to redact these personal identifiers may subject you to the Court's full disciplinary power. L.R. 5.2.

- **Service of Summons and Complaint**: Service of the Summons and Complaint must comply with Rule 4 of the Federal Rules of Civil Procedure. For helpful tips on service, see Service of Process Guide found on the Court's website.

- **Service of all other documents filed**: Effective 1/1/26, documents submitted for filing on the public docket (in person, by mail, or electronically via MFT on the Court's website) do **not** need to be served separately on any Electronic Case Filers ("ECF Filers"). Alternative service is only **required** on **non**-ECF Filers, including *pro se* litigants who have **not** opted in to electronic service. Transmission of the Notice of Electronic Filing ("NEF") via email constitutes sufficient proof of service on all listed recipients, and no separate service or certificate of service is required. L.R. 5.1(a).

- **Sealed, *Ex Parte*, and *In Camera* Documents**: All documents filed under seal, *ex parte,* or submitted for *in camera* inspection **do** require service by alternative methods on **all** parties and **must** be accompanied by a certificate of service. L.R. 5.1(a).

- **Change of Address, email address or phone number**: You must immediately notify the Court within 14 days of any change of address, email address or phone number. See L.R. 10.1(c)(2). Your failure to notify the Court of a change of address may result in the involuntary dismissal of your case for failure to prosecute. Fed. R. Civ. P. 41(b); L.R. 41.2(b).

- **Do NOT file discovery with the Court**: Unless the Court specifically directs otherwise, you should not file discovery materials (for example, interrogatories and document requests) with the Court except as necessary to support a motion. L.R. 26.2.

- **Motions**: If your opponent files a motion and you fail to oppose it, and the moving party has met its burden, the Court may consider your failure to oppose the motion as your consent to the relief requested in that motion. L.R. 7.1(a)(3).

- **Motion for Summary Judgment**: If your opponent files a motion for summary judgment, it shall contain a Statement of Material Facts. Among other things, you must respond to this Statement of Material Facts by admitting and/or denying each fact asserted therein in numbered paragraphs supported with a record citation. If you do not so respond, the Court will deem that you have admitted your opponent's Statement of Material Facts, which could result in the Court viewing the facts very favorably to the opposing party. L.R. 7.1(b)(3), L.R. 56.1.

ENCLOSURES

- Copy of the Local Rules of Practice for the Northern District of New York
- Copy of the Pro Se Handbook for the Northern District of New York
- Forms are available on the Court's website at www.nynd.uscourts.gov

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Acknowledgement of Receipt: _____
Party Signature

_____ _____
Date Deputy Clerk

If not handed out at Public Counter – date this *Pro Se* Notice was mailed: _____.