

PRO SE INSTRUCTIONS FOR FILING A COMPLAINT

To bring a *pro se* action in the U.S. District Court for the Northern District of New York, you must file a complaint, civil cover sheet, and a proposed summons for each defendant named and pay the filing fee. Forms can be found on the Court's website at <https://www.nynd.uscourts.gov/pro-se-forms-and-resources>.

- You may file this complaint with our Court only if one or more of the defendants is located within this district.
- You are required to furnish the correct name and address of each person you have named as defendant.
- You must file a separate complaint for each claim **unless** all your claims relate to the same incident or issue.
- You must include allegations of wrongful conduct as to all defendants named in your complaint.
- Your complaint must be legibly handwritten or typed and comply with NDNY Local Rule 10.1.
- You are required to give facts supporting each of your claims against each of the defendants in your complaint, and you must sign this document and declare under penalty of perjury that the facts are correct. All plaintiffs must sign the complaint individually.
- Your complaint should not contain legal arguments or case citations.
- If you need additional space to answer a question, you may use additional sheets of paper.

There is a required **\$405.00 filing fee** to file a complaint in federal court. Payment is due at the time of filing in person. If submitting by regular mail, please include a check payable to "U.S. District Court". If submitting electronically via MFT, a clerk will send you a secure link via email to make payment after processing your documents.

If you are unable to pay the filing fee and cost of service of this case, you may request that the Court waive the fee and allow you to proceed "*in forma pauperis*." If there is more than one plaintiff to an action, each plaintiff named must file a separate "[Application to Proceed In Forma Pauperis](#)." If your application is granted and your complaint is accepted for filing, you will be instructed to provide one copy of your complaint for each defendant named for service. All copies of the complaint must be identical.

File the Complaint, Civil Cover Sheet, file fee payment or Motion for In Forma Pauperis (if applicable) and a proposed summons for each defendant in person or by mail to one of the U.S. District Court Clerk's Office (addresses below). Or transmit your documents electronically using MFT through the Court's website found at <https://www.nynd.uscourts.gov/submitting-files-court-mft>.

If you "opt in" to receive electronic service and sign a [Pro Se Consent to Electronic Service](#), a file-stamped copy of the complaint will be returned to you electronically via email for service on all defendants. If you do not opt in for electronic service, a file-stamped copy will be returned to you via regular mail. You will need to make a copy for each defendant for service.

Syracuse – U.S. District Court, 100 South Clinton Street, Syracuse NY 13261

Albany – U.S. District Court, 445 Broadway, Suite 509, Albany, NY 12207

Utica – U.S. District Court, 10 Broad Street, Utica, NY 13501