



**United States District Court  
Southern District of New York  
*Office of the Clerk of Court***

**Ruby Krajick**  
*Clerk of Court*

**NOTICE TO PRO SE LITIGANTS**

June 23, 2020

Due to the coronavirus/COVID-19 pandemic, the court is experiencing delays in opening and scanning documents received by mail, filing those documents on the court's electronic case filing (ECF) system, and mailing orders of the court through the U.S. Post Office. These delays especially affect people who are representing themselves, since they are more likely to rely on the mail to send and receive documents.

But there are fast and efficient alternatives to (1) send and (2) receive your case information.

**1. You Can Now Email Documents to the Court for Filing**

The court has created an email address that you can use during the pandemic to send your case documents and letters to the court. Documents submitted to the Clerk's Office for filing must be in PDF format and attached to an email sent to:

Temporary\_Pro\_Se\_Filing@nysd.uscourts.gov

PDF documents received by the court via the designated mailbox are processed and docketed on the court's ECF system within 24 business hours of receipt.

**2. You Can Receive Email Notification when Documents are Filed in Your Case**

Normally, when documents are filed in your case, you receive them by U.S. mail, but this can result in delays. To avoid these delays, you can sign up to receive notices of electronic case filings by email and gain electronic access to documents filed in your case. If you consent to electronic service (see attached form), you will receive an email notification each time a document is filed in your case. You can fill out and return the attached form by email or U.S. Mail, or you can simply include the requested information in an email to the temporary filing address with the subject line "I Consent to Receiving Electronic Service."

Electronic service means that each time a document is filed in your case, instead of receiving a paper copy of the document through the U.S. mail, you will receive an electronic notice of filing through your registered email account. The email notice includes a link that allows you to electronically open, view, and download the document that has been filed in your case without charge.

Instructions on how to email and consent to electronic service are available on the Court's website: <https://www.nysd.uscourts.gov/prose>. If you are unable to use either of these services offered by the court, please be advised that there may be delays in processing documents received and sending documents to you.

If you have any questions about the services described in this notice, you can contact the Pro Se Intake Unit at (212) 805-0175.



**United States District Court  
Southern District of New York  
*Pro Se Intake Unit***

## **How to email documents to the Clerk's Office for filing**

Emailing your documents to the Clerk's Office for filing will allow you to file from home, without the need to go to a post office, mailbox, or to the courthouse.

### **Step 1: Sign your document**

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Your document must be signed before you email it. If you are scanning your document, make sure you sign it before you scan it.

If you are using a computer to convert to PDF, you can use a digital signature, if you know how. If you don't know how to do that, you can type "s/[your name]" where you would normally sign the document.

### **Step 2: Convert your document to PDF**

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Only PDFs can be docketed on the electronic case filing system. If you have a computer, it will be easy for you to create PDFs and email them to the Clerk's Office.

You should be able to find instructions in your word processing software or on the internet for creating a PDF or for whatever PDF scanning app you choose to use.

If you cannot create a PDF or scan a document into PDF and email your documents, you can still submit them by mail to the Pro Se Intake Unit or put them into the drop box at a courthouse (see location information below)

### **Are there any limits on the PDF documents I can send?**

- You may attach multiple PDFs, but no single PDF document may be larger than 10.0 megabytes.
- Please note that if you are filing a new action, your complaint should be "a short and plain statement of the claim showing that the pleader is entitled to relief." [Fed. R. Civ. P. 8\(a\)\(1\)](#).
- In addition, please make sure to follow the requirements of [Federal Rule of Civil Procedure 5.2](#).

500 PEARL STREET; 40 FOLEY SQUARE | NEW YORK, NY 10007  
300 QUARROPAS STREET | WHITE PLAINS, NY 10601

PRO SE INTAKE UNIT: 212-805-0175

## Step 3: Email your document

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- Using any email program, email your PDF document to [Temporary\\_Pro\\_Se\\_Filing@nysd.uscourts.gov](mailto:Temporary_Pro_Se_Filing@nysd.uscourts.gov); filings emailed to any other court email address will be disregarded by the Clerk's Office.
- Documents to be filed must be either signed by hand and scanned, or signed electronically using a digital signature or by typing: "s/Filer's Name."
- The body of the email must contain the filer's name, address, and telephone number.
- The subject line must include the words "PRO SE FILING" **and** indicate the case number (for filing in a pending case) or the words "NEW CASE" (for a new case filing).
- The attached documents must contain theyour name, address, telephone number, and email address. If someone else is filing on your behalf, please include **your** email address, if available, in the document. The Court will only communicate with the email address listed on the filed documents, and only if you have consented to receive court documents by email. (Please see the last section of this document titled, "Sign up to receive electronic notice of case filings" for guidance.)
- A document submitted for filing by email does not have to be delivered to the court in hard copy form unless a judge orders otherwise.

### For existing cases

- For existing cases, the subject line of the email must read "PRO SE FILING – [include the case number, for example, 20-cv-12345]."

### For new cases

- For new cases, the subject line of the email must read "PRO SE FILING – NEW CASE."
- For new cases, along with the complaint, you must include either:
  1. a signed application to proceed without prepayment of fees, available on the court's website at <https://nysd.uscourts.gov/node/838>, or

2. a statement in the text of the email that payment of the \$400 filing fee will be sent separately by mail. If you will be paying the filing fee, the subject line of your email must read "PRO SE FILING -- NEW CASE -- FEE PAID." Payment must be made within 21 days by certified check or money order, payable to: Clerk of Court - SDNY, and mailed to: Cashiers-Room 120, 500 Pearl Street, New York, NY 10007. The check must include the case number, which you can learn by calling (212) 805-0175. Please wait at least seven (7) days after emailing your documents to call for a case number.

### **For all cases**

Other than the filer's name, address, phone number, and email address and, for new cases, a statement that payment will be sent separately, no additional comments, questions, or other messages may be included in the email. The Clerk's Office will disregard any additional comments or questions in the email.

You will not receive a response to your filing, which is being sent to a NO-REPLY address. The Clerk's Office will download your email attachment. You may call (212) 805-0175 at least seven (7) days after you send the email to confirm that your documents have been received.

### **Sign up to receive electronic notice of case filings**

If you have an email address, you can sign up to receive electronic notice of filings in your case. Each time a document is added to your case, you will receive an email notifying you of the filing along with a link to view the document using the PACER system. You will learn about activity in your case much more quickly this way. The consent form is here <https://nysd.uscourts.gov/node/845>. You can fill out and return the form by email or U.S. Mail, or you can simply include the requested information in an email to the temporary filing address [Temporary\\_Pro\\_Se\\_Filing@nysd.uscourts.gov](mailto:Temporary_Pro_Se_Filing@nysd.uscourts.gov) with the subject line "I Consent to Receiving Electronic Service."

You may also make a motion for permission to participate in electronic case filing (ECF). In addition to being able to receive documents by email, you will be able to

file documents directly on the ECF system. The motion form is here:

<https://nysd.uscourts.gov/node/844>.

If you have questions on how to email documents to the court, how to sign up for electronic notices, or questions regarding a motion to e-file, please contact the Pro Se Intake Unit at (212) 805-0175.



**United States District Court  
Southern District of New York  
*Pro Se Office***

## **Pro Se (Nonprisoner) Consent & Registration Form to Receive Documents Electronically**

Parties who are not represented by an attorney and are not currently incarcerated may choose to receive documents in their cases electronically (by e-mail) instead of by regular mail. Receiving documents by regular mail is still an option, but if you would rather receive them only electronically, you must do the following:

1. Sign up for a PACER login and password by contacting PACER<sup>1</sup> at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) or 1-800-676-6856;
2. Complete and sign this form.

If you consent to receive documents electronically, you will receive a Notice of Electronic Filing by e-mail each time a document is filed in your case. After receiving the notice, you are permitted one “free look” at the document by clicking on the hyperlinked document number in the e-mail. Once you click the hyperlink and access the document, you may not be able to access the document for free again. After 15 days, the hyperlink will no longer provide free access. Any time that the hyperlink is accessed after the first “free look” or the 15 days, you will be asked for a PACER login and may be charged to view the document. For this reason, *you should print or save the document during the “free look” to avoid future charges.*

### **IMPORTANT NOTICE**

Under Rule 5 of the Federal Rules of Civil Procedure, Local Civil Rule 5.2, and the Court’s Electronic Case Filing Rules & Instructions, documents may be served by electronic means. If you register for electronic service:

1. You will no longer receive documents in the mail;
2. If you do not view and download your documents during your “free look” and within 15 days of when the court sends the e-mail notice, you will be charged for looking at the documents;
3. This service does *not* allow you to electronically file your documents;
4. It will be your duty to regularly review the docket sheet of the case.<sup>2</sup>

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<sup>1</sup> Public Access to Court Electronic Records (PACER) ([www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)) is an electronic public access service that allows users to obtain case and docket information from federal appellate, district, and bankruptcy courts, and the PACER Case Locator over the internet.

<sup>2</sup> The docket sheet is the official record of all filings in a case. You can view the docket sheet, including images of electronically filed documents, using PACER or you can use one of the public access computers available in the Clerk’s Office at the Court.



**United States District Court  
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*Pro Se Office***

**CONSENT TO ELECTRONIC SERVICE**

I hereby consent to receive electronic service of notices and documents in my case(s) listed below. I affirm that:

1. I have regular access to my e-mail account and to the internet and will check regularly for Notices of Electronic Filing;
2. I have established a PACER account;
3. I understand that electronic service is service under Rule 5 of the Federal Rules of Civil Procedure and Rule 5.2 of the Local Civil Rules, and that I will no longer receive paper copies of case filings, including motions, decisions, orders, and other documents;
4. I will promptly notify the Court if there is any change in my personal data, such as name, address, or e-mail address, or if I wish to cancel this consent to electronic service;
5. I understand that I must regularly review the docket sheet of my case so that I do not miss a filing; and
6. I understand that this consent applies only to the cases listed below and that if I file additional cases in which I would like to receive electronic service of notices of documents, I must file consent forms for those cases.

**Civil case(s) filed in the Southern District of New York:**

**Note:** This consent will apply to all cases that you have filed in this court, so please list all of your pending and terminated cases. For each case, include the case name and docket number (for example, John Doe v. New City, 10-CV-01234).

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Name (Last, First, MI)

Address    City    State    Zip Code

Telephone Number    E-mail Address

Date    Signature

**Return completed form to:**

Pro Se Office (Room 200)  
500 Pearl Street  
New York, NY 10007