

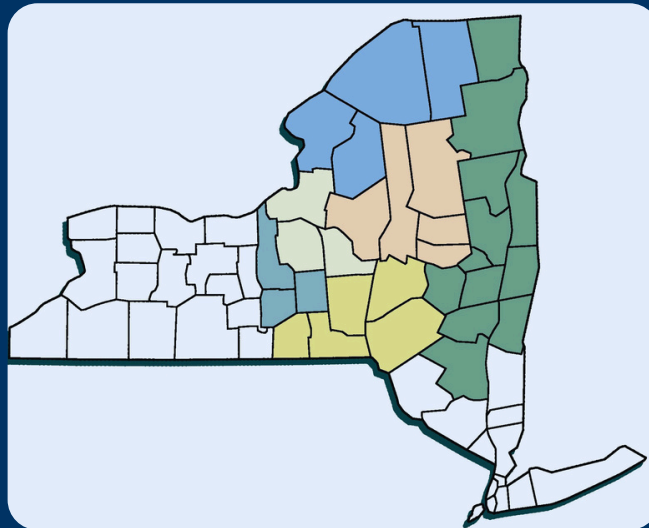
# OTHER SERVICES & RESOURCES

**Instructional Videos.** The Pro Se Assistance Program offers a series of short, informative videos designed to help you better understand the federal court process. Visit our website for more information.

**The Pro Se Pal.** The “Pro Se Pal” AI bot on our website functions as a virtual assistant, available 24/7 to answer questions and guide users through legal procedures.

**Pro Se Referral Guide** The Pro Se Referral Guide, available on our website, connects self-represented litigants with additional legal resources and services that may be able to assist with their case. It provides helpful information about organizations, referral services, and other support options for individuals seeking legal assistance beyond the Pro Se Assistance Program.

**For more info, visit our website at:**  
[ndnyfcba.org/pro-se-assistance-program/](http://ndnyfcba.org/pro-se-assistance-program/)



## CONTACT US



(315) 422-2711 or 1-877-422-1011



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P.O. Box 7067, Syracuse, NY 13261



Northern District of New York  
Federal Court Bar Association

## NDNY-FCBA PRO SE ASSISTANCE PROGRAM

Helping You Navigate Federal Court  
in the Northern District of New York



Free guidance for individuals representing themselves in Civil Matters in the NDNY

## IMPORTANT LIMITATIONS

The Pro Se Coordinator is not your attorney. We cannot:

- Represent you in court
- File documents for you
- Communicate with the judge
- Negotiate on your behalf

We are unable to provide assistance to individuals who are currently incarcerated or to accept calls from correctional or psychiatric facilities. In addition, the Program does not handle criminal matters or appeals.



While the services of the Pro Se Assistance attorney are free of charge, there are certain court costs associated with filing or defending a lawsuit in Federal Court. The Pro Se Assistance Program will not pay any of these costs.

## HOW WE CAN HELP

If you qualify for our program, you will be assigned an attorney who will talk to you about your case.

**The Pro Assistance Program attorney may assist with:**

- Federal court procedures
- Preparing pleadings & documents
- Motions and discovery guidance
- Finding legal resources
- Referrals to other services

### Areas Served

- Syracuse
- Albany
- Binghamton
- Utica
- Plattsburgh
- Watertown

**Use of the Pro Se Assistance Program is entirely separate from any appointment of counsel by the Court.** A request for appointment of counsel requires submission of a separate application, and the decision whether to appoint counsel is entirely within the Court's discretion.

## ABOUT THE PROGRAM

If you wish to file a civil action in federal court, but do not have an attorney to represent you, you may bring your case on your own.

**This is called "proceeding pro se" which means that you are representing yourself in the Court, and you are called a "pro se litigant."**

The Pro Se Assistance Program helps **pro se litigants** in civil cases in the U.S. District Court for the Northern District of New York.

We provide guidance to help you:

- Understand court procedures
- Prepare your case
- Navigate the legal process

**ALL SERVICES ARE FREE OF CHARGE**