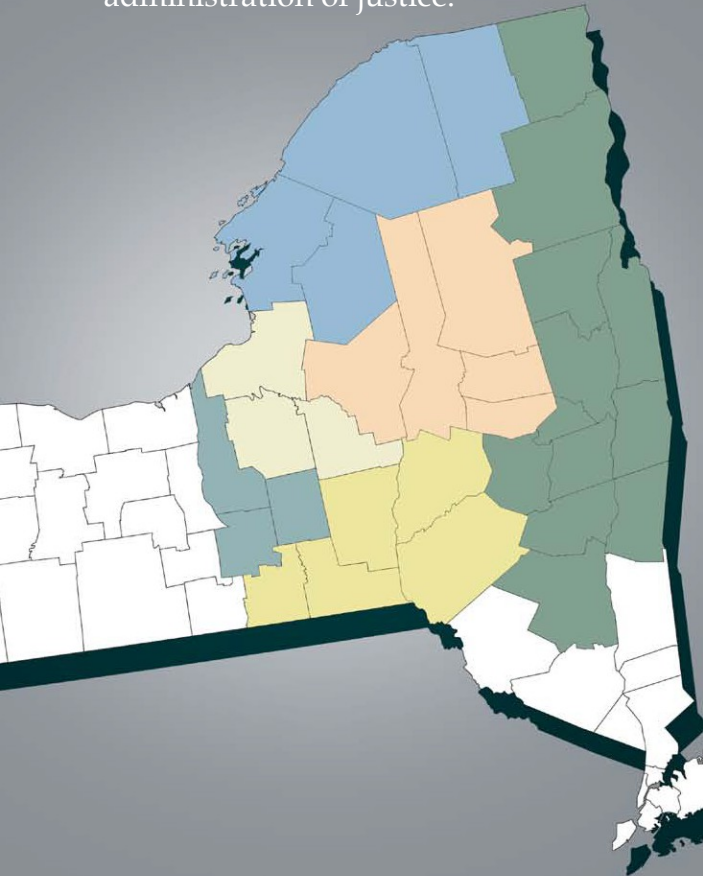


The NDNY Federal Court Bar Association, Inc. established the Pro Se Assistance Program in an effort to address the varying needs of pro se litigants, to help pro se litigants better understand the complexities involved in the prosecution or defense of a legal action, and to assist the Northern District of New York in the administration of justice.

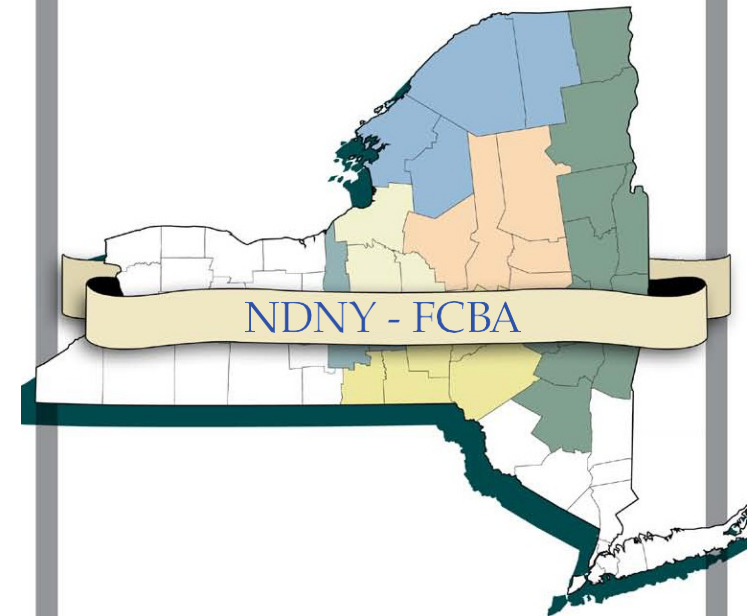


Any person seeking to consult the Pro Se Program shall conduct themselves respectfully in all of their contacts and interactions with the staff of the Pro Se Program including the members of the Office of the Clerk of Courts. The Pro Se Program reserves the right not to be abused or subjected to profane or disrespectful language or conduct. Any such language or conduct by a person seeking consultation shall be immediate grounds to refuse consultation or other and further contact or guidance through the Pro Se program.

NDNY Federal Court Bar  
Association, Inc.  
Pro Se Assistance Program  
P.O. Box 7067  
Syracuse, New York 13261  
(315) 422-2711  
(toll-free) 1-877-422-1011  
prose@ndnyfcb.org

# THE Pro Se ASSISTANCE PROGRAM

A Project of The NDNY Federal  
Court Bar Association, Inc.



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Association, Inc.  
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P.O. Box 7067  
Syracuse, New York 13261

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## Who does the Pro Se Assistance Program Serve?

The NDNY Federal Court Bar Association, Inc. established The Pro Se Assistance Program to assist litigants who are representing themselves in federal court with preparing and drafting their papers in support or defense of a civil action in the Northern District of New York.

### Areas Served:

Syracuse  
Albany  
Binghamton

Utica  
Plattsburgh  
Watertown



The services offered by The Pro Se Assistance Program 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.

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.

## What services will the Pro Se Coordinator Provide?

The Pro Se Coordinator is a qualified attorney who will assist pro se litigants (individuals who are representing themselves in a federal court action), by providing necessary information and assistance in the initiation or defense of a civil lawsuit filed in the Northern District, including

- Information about federal court procedures
- Assistance in the preparation of pleadings and other court documents
- Consultation relating to discovery and motion practice
- Assistance in accessing additional information and/or research about your legal issues
- Referrals to other services, in appropriate cases

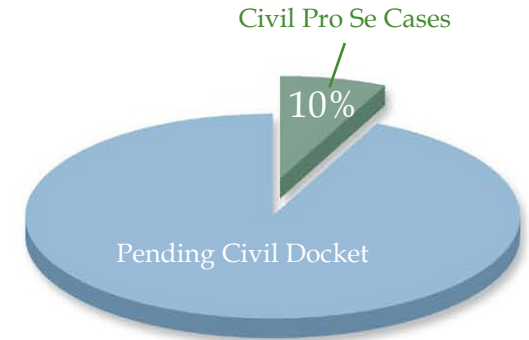
## Is the Pro Se Coordinator my Attorney?

Although the Pro Se Coordinator is a qualified attorney, he/she is not your attorney. The Pro Se Coordinator will not

- Appear in court on your behalf
- Research, write, or file court documents for you
- Conduct any investigation into the facts of your case
- Negotiate with your opponent or your opponent's attorney

## Facts & Statistics

- Pro se litigants file more than eleven cases per month in the Northern District.
- Civil pro se cases make up 10% of the total pending civil docket in the Northern District



## What should I have with me when I meet with the Pro Se Coordinator?

In order for the Pro Se Coordinator to best assist you, you should bring the following:

- Any pleadings or other court documents that have already been filed and/or you have already begun drafting
- Any documents related to your case that you want the Pro Se Coordinator to review

It is very important that you give the Pro Se Coordinator your full cooperation, and you must answer any questions that the Pro Se Coordinator asks you truthfully and to the best of your knowledge.