



**United States District Court
Southern District of New York**
[Temporary Pro Se Filing@nysd.uscourts.gov](mailto:Temporary_Pro_Se_Filing@nysd.uscourts.gov).

FAQs: SELF REPRESENTATION DURING THE PANDEMIC

How do I file papers?

- **EMAIL.** The fastest way to file documents at this time is by email. You may submit documents by reviewing the court's instructions for emailing documents, available at <https://nysd.uscourts.gov/forms/instructions-filing-documents-email>. The court has created a temporary email address, [Temporary Pro Se Filing@nysd.uscourts.gov](mailto:Temporary_Pro_Se_Filing@nysd.uscourts.gov), for self-represented litigants to use to email their documents. Documents submitted that do not comply with the instructions will be disregarded.
- **DROP BOX.** If you are unable to email your documents, you may drop them off at the courthouse. (See drop box location information below.)
- **MAIL.** You may still mail documents to the Daniel Patrick Moynihan (DPM) Courthouse, Pro Se Intake Unit, 500 Pearl Street, New York, NY 10007, or for White Plains matters, the Charles L. Briant (CLB) Courthouse, Pro Se Intake Unit, 300 Quarropas Street, White Plains, NY 10601. Overnight delivery service is also accepted.
- Please note that filings submitted by email are likely to be processed more quickly than filings made by drop box or mail.

Is the courthouse open?

- The DPM Courthouse is open to submit documents at the "drop box." The drop box is located in the lobby of the 200 Worth Street entrance to the DPM Courthouse, next to the security station and is available 24 hours a day and 7 days a week to drop off filings. Clerk's Office staff is available to retrieve drop box filings only during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday. The Thurgood Marshall Courthouse located at 40 Foley Square is closed to the public. The Pro Se Intake Unit is not providing in-person assistance, but the Unit is answering questions by telephone at (212) 805-0175.

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

- The CLB Courthouse in White Plains located at 300 Quarrapos is open to submit documents at the drop box, from 8:30 a.m. to 4:00 p.m. The White Plains drop box is located in the lobby of the CLB Courthouse, next to security.
- Emergency civil applications received during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, may be handled by the Part I Judge, but you must first call (212) 805-0140 in Manhattan or (914) 390-4000 in White Plains to alert staff of an emergency application after submitting the filing in the drop box at one of the designated courthouse locations.
- All documents submitted by drop box must be time stamped on the first page of each document. A stamping machine is located next to each drop box.

Will the judge still hold conferences in my case?

- **YES.** Cases are still proceeding, and judges may hold telephone conferences. The judge will let you know when and how your conference will proceed. But judges are not holding in-person conferences.

Are cases still being referred to mediation?

- **YES.** Mediations are being conducted by telephone and videoconference, or are being scheduled to take place in person once it is safe to meet again. Pro bono counsel is still being assigned.

Can I call the Pro Se Intake Unit?

- **YES.** You may call (212) 805-0175 to speak with someone in the Pro Se Intake Unit, but because the courthouse is operating with greatly reduced staffing, someone may not immediately answer your call. Please try to call at a different time if you are experiencing a wait.

Is the NYLAG legal-advice clinic open?

- **YES.** Limited scope representation will continue to be provided, but only by appointment and only over the phone. You may call the clinic at (212) 659-6190 and leave a message with your telephone number, and someone will return your call. More information regarding the clinic's

current schedule is available here, <https://nysd.uscourts.gov/attorney/legal-assistance>, and in NYLAG's recent [flyer](#).

Can I start a new case?

- **YES.** New cases may be filed by emailing documents to: Temporary_Pro_Se_Filing@nysd.uscourts.gov. [Instructions](#) for filing new cases are on the [court's website](#).
- If you are unable to email your documents, you must submit them by mail to the Pro Se Intake Unit at 500 Pearl Street.
- You may also submit a new case by leaving your documents in one of the courthouse drop boxes.

Will I still receive court orders?

- **YES.** But mail may be delayed. If you have an email address, you can receive court orders more quickly by completing a signed [consent to electronic service](#) form to receive court documents and emailing this document to Temporary_Pro_Se_Filing@nysd.uscourts.gov.

Will the U.S. Marshals Service (USMS) still serve my complaint?

- **YES.** The USMS will continue to serve summonses and complaints by regular mail, but a [standing order](#) issued by this Court has suspended personal service by the USMS until further notice. Service by mail may be delayed.

Can I ask for an extension of time?

- **YES.** If you require more time to submit your documents, you may request an extension of time from the judge. To request an extension, you must file a letter motion, by either emailing the letter to Temporary_Pro_Se_Filing@nysd.uscourts.gov, mailing the letter to the Pro Se Unit at 500 Pearl Street, or dropping the letter off at the drop box.