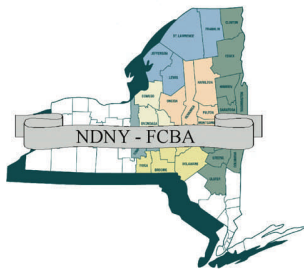


The Pro Se Assistance Program will serve pro se litigants in Syracuse, Albany, Binghamton, Utica, Plattsburgh and Watertown.

The NDNY Federal Court Bar Association, Inc. established the Pro Se Assistance Program in an effort to assist *pro se* litigants to better understand the complexities surrounding the prosecution or defense of a legal action.

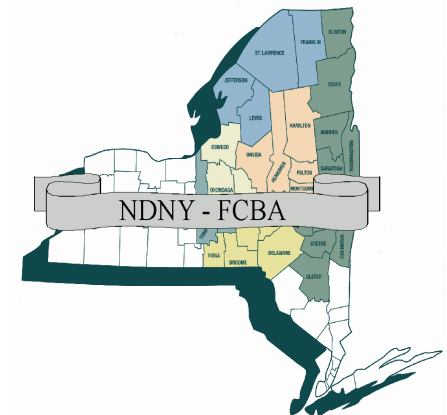


The NDNY Federal Court Bar Association, Inc. developed The Pro Se Assistance Program in an effort to address the varying needs of *pro se* litigants and to assist the Northern District of New York in the administration of justice.

NDNY Federal Court Bar Association, Inc.
Pro Se Assistance Program
Trista F. O'Hara, Esq.
Pro Se Coordinator
221 S. Warren Street
Suite 130
Syracuse, New York 13202
1-877-422-1011
tohara@ndnyfcba.org

The Pro Se Assistance Program

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



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To schedule an appointment call
toll free:
1-877-422-1011

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 filed, or to be filed, in the Northern District of New York.

Areas Served:

Syracuse	Utica
Albany	Plattsburgh
Binghamton	Watertown



The services that The Pro Se Assistance Program offers, and that the Pro Se Coordinator renders, 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.

Additionally, any appointment of counsel that the Federal Court makes is entirely separate from The Pro Se Assistance Program.

WHAT SERVICES WILL THE PRO SE COORDINATOR PROVIDE?

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

The Pro Se Coordinator will provide the following:

- Information about federal court procedure
- Assistance in the preparation of pleadings and other court documents
- 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 you opponent's attorney

FACTS & STATISTICS

- *Pro se* litigants file more than eleven cases per month in the Northern District.
- Civilian *pro se* cases make up 7% 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.