

## **HELPFUL INFORMATION FOR PRO SE LITIGANTS**

Check the Western District's Web Site for Forms and Other Information  
at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

The Court will only accept for filing documents with original signatures. (The document may be a copy but your signature must be an original.)

For your own records, you must keep copies of all documents you file; the Court is not a copying service and cannot provide you with copies.

After the complaint is answered, you must serve copies of all documents you send to the Court on your opposing party or, if it is represented by counsel, on its counsel.

You must always include an affidavit/affirmation of service indicating that you have served all other parties/counsel with any document you wish to file with the Court after the complaint has been answered; the Court cannot file any document which is not accompanied by your Affidavit/Affirmation of Service. (The Clerk's Office and the Court's web site has forms which demonstrates the format you should use for this purpose.)

The Court must have an up-to-date address for you, and it is your responsibility to immediately apprise the Court of any address changes. Failure to do so may result in the dismissal of your action.

It is your responsibility to prosecute your own action, and you should not count on the Court to appoint counsel to represent you. Failure to do so may result in the dismissal of your action.

It is your responsibility to be aware of the Federal Rules of Civil Procedure and the Local Rules of Civil Procedure. The Federal Rules of Civil Procedure are available in any law library and on the Internet. You may obtain a copy of the Western District's Local Rules from the Clerk's Office or from the Court's web site. (Note especially the rules regarding discovery matters, the requirements for the parties when there are motions for summary judgment, and Rule 11.)

The Clerk's Office and the Court's web site also has a form to assist you in preparing a motion. (Although this form is not designed for responding to a motion, the information about how to prepare an affidavit is useful for that purpose also.)

**NOTE:** In some types of actions, you are entitled to a trial by jury. However, you lose your rights to a jury trial if you do not ask for it early enough. Therefore, if you want a jury trial, you should write "JURY TRIAL DEMANDED" on the front page of your complaint to the right of the caption, above or below the word "complaint." You can also demand a jury trial within 10 days of service of the defendant's answer. *See*, Rule 38(b) of the Federal Rules of Civil Procedure.