INDIVIDUAL PRACTICES IN CIVIL PRO SE CASES
HENRY J. RICARDO, UNITED STATES MAGISTRATE JUDGE

Pro Se Intake Unit
United States District Court
Southern District of New York
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New York, NY 10007
(212) 805-0175
ProSe@nysd.uscourts.gov

I.   **Communications with Chambers**

  A.   **By a Pro Se Party.**   A pro se party must not send any document or filing directly to Chambers. A pro se party should deliver all filings and communications with the Court to the Pro Se Intake Unit located at 500 Pearl Street, Room 200, New York, NY 10007 by mail, in-person, or drop box (if outside of normal business hours). A pro se party may also deliver filings and communications in PDF format by email to ProSe@nysd.uscourts.gov. Submissions requiring immediate attention should be hand-delivered to the Pro Se Intake Unit. Unless the Court orders otherwise, all communications with the Court will be docketed upon receipt; such docketing shall constitute service on any user of the ECF system. If any other party is not a user of the ECF system (e.g., if there is another pro se party in the case), a pro se party must send copies of any filing to the party and include proof of service affirming that he or she has done so. Copies of correspondence between opposing parties shall not be sent to the Court.

  B.   **By Parties Represented by Counsel.**   Except as otherwise provided below, communications with the Court by a represented party shall be governed by Judge Ricardo's Individual Rules and Practices for Civil Cases.

II.   **Filing of Papers**

  A.   **Docketing of Letters.**   Absent a request to file a letter under seal, the Court will docket any substantive letter on ECF, a publicly accessible database.

  B.   **Papers Filed by Pro Se Parties.**   A pro se party must send all papers to be filed with the Court to the Pro Se Intake Unit conference in conformance with the procedures in Section I.A above.

C.   **ECF Filing by Pro Se Parties.**   Any nonincarcerated pro se party who wishes to participate in electronic case filing ("ECF") must file a "Motion for Permission for Electronic Case Filing (for pro se cases)", available in the Pro Se Intake Unit or at https://nysd.uscourts.gov/forms/motion-permission-electronic-case-filing-pro-se-cases.

D.   **Consent to Electronic Service by Pro Se Parties.** Any nonincarcerated *pro se* party who wishes to receive documents in their case electronically (by e-mail) instead of by regular mail may consent to electronic service by filing a "Consent to Electronic Service (for pro se cases)" form, available in the Pro Se Intake Unit or at https://nysd.uscourts.gov/forms/consent-electronic-service-pro-se-cases.

E.   **Service on Pro Se Parties.** Except for cases in which the pro se party has received permission to participate in electronic case filing or has consented to electronic service, counsel in cases involving pro se parties must serve the pro se parties with paper copies of any document that is filed electronically or otherwise submitted to the Court and must include a separate proof of service.   Submissions without such proof of service will not be considered.

III.   **Pretrial Procedures.**

Each party must submit a Case Report and Proposed Case Management Plan for Pro Se Cases by no later than two (2) business days before the scheduled conference in conformance with the procedures in Section I above. The parties shall use the Template for Case Report and Proposed Case Management Plan template for Pro Se Cases available at https://nysd.uscourts.gov/hon-henry-j-ricardo.

IV.   **Motions.**

The procedures for filing motions, including regarding discovery disputes, are governed by Section II of Judge Ricardo's Individual Rules and Practices for Civil Cases, available at https://nysd.uscourts.gov/hon-henry-j-ricardo.

V.   **Artificial Intelligence.**

If any pro se litigant uses an artificial intelligence tool in preparing any filing, the filing must include a signed certification (i) explaining how the tool was used, (ii) stating whether the litigant personally reviewed the filing for accuracy of cited legal authorities and factual assertions, and (iii) if so,

describing in detail the steps taken to verify the accuracy of all legal authorities and factual assertions generated by the tool. Pro se litigants remain individually responsible for verifying the accuracy of any output produced by an artificial intelligence tool, and a litigant's failure to review an artificial intelligence-generated filing for accuracy, or to provide the required certification, violates this Rule. The Court may strike any filing that fails to comply with this Rule.