

**INDIVIDUAL PRACTICES IN CIVIL PRO SE CASES**  
**SARAH NETBURN, UNITED STATES MAGISTRATE JUDGE**

**Pro Se Intake Unit**

United States District Court  
Southern District of New York  
500 Pearl Street, Room 200  
New York, NY 10007  
(212) 805-0175

**1. Communications with Chambers**

- A. By a Pro Se Party.** By Standing Order, a *pro se* party must mail all communications with the Court to the Pro Se Intake Unit located at 500 Pearl Street, Room 200, New York, NY 10007. A *pro se* party must not send any document or filing directly to Chambers. 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 a *pro se* party and 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 Netburn’s Individual Practices in Civil Cases.

**2. 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.
- 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, available in the Pro Se Intake Unit or at <https://nysd.uscourts.gov/sites/default/files/2019-04/2012-prosemotionecffiling-final.pdf>.
- 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 Pro Se

(Nonprisoner) Consent & Registration Form to Receive Documents  
Electronically, available in the Pro Se Intake Unit or  
at [https://nysd.uscourts.gov/sites/default/files/2018-06/proseconsentecfnotice-  
final.pdf](https://nysd.uscourts.gov/sites/default/files/2018-06/proseconsentecfnotice-final.pdf).

- 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.