

INFORMATION FOR *PRO SE* LITIGANTS WITH CASES ASSIGNED TO MAGISTRATE JUDGE EICHENHOLTZ

I. COMMUNICATION WITH THE COURT

Pro se litigants are encouraged to contact the Court's [Pro Se Office](#) at **718-613-2665** if you have questions about your case. There is also additional information about representing yourself on the Court's website at <https://www.nyed.uscourts.gov/representing-yourself>.

Otherwise, you will communicate with the Court by letter or by filing documents through the Clerk's Office. Typically, the Court uses an electronic case filing system ("ECF") for the parties to file letters and documents. *Pro se* parties are exempt from ECF requirements but may request permission to file documents and receive notices electronically. If you request and receive permission to file documents by ECF, you do not need to send copies of those documents to Chambers when you file them electronically. However, if you do not use the ECF system, you must file all your documents by sending copies of the letter or document(s) via hand delivery or U.S. mail to the designated "*Pro Se* clerk" to the attention of Judge Eichenholtz and the presiding District Judge. You also need to send copies by U.S. mail or hand delivery to attorneys for all other parties. The Court cannot consider a submission unless it is also sent to all the parties in the case.

Counsel representing parties in cases where another party is proceeding *pro se* must send copies of documents filed on ECF to the *pro se* party and file proof of service on ECF, even where the *pro se* party has received permission to use the ECF system.

II. KEEPING YOUR CONTACT INFORMATION UP TO DATE

You must keep the Court up to date with your current contact information. This includes your address, telephone number, and, if applicable, your e-mail address. You need to send a letter with updated information each time any of this information changes. This information will be used by the Court to send you orders, including once giving the dates and times of conferences in your case, which you must attend. You will be responsible for following Court orders and schedules, and to attend all conferences, even if the Court cannot send it to you because of outdated contact information.

III. ASSISTANCE AND LEGAL RESOURCES FOR *PRO SE* LITIGANTS

A. Pro Se Legal Assistance Project

That New York City Bar Justice Center runs a *Federal Pro Se Legal Assistance Project*, which can provide free, limited scope legal assistance to *pro se* litigants. It is recommended that *pro se* litigants contact the Center to ask about obtaining no or low-cost limited-scope legal assistance. The Justice Center is located on the first floor of the Courthouse in room 108N and the phone number is **(212) 382-4729**. You can also get more information and fill out an intake form online at <https://www.citybarjusticecenter.org/projects/federal-pro-se-legal-assistance-project/>

B. Review the Local Rules and Judge Eichenholtz's Individual Practices and Rules

Pro se parties, and attorneys representing parties where other parties are *pro se*, must review the relevant Local Civil Rules, including 12.1, 33.2. and 56.2 These rules can be found at https://img.nyed.uscourts.gov/files/local_rules/Joint%20Local%20Rules%2001022025.pdf. Finally, there are also individual rules for all cases before Judge Eichenholtz which will apply to your case, so you should review those rules as well. Those rules can be found at: <https://www.nyed.uscourts.gov/pub/rules/SDE-MLR.pdf>

IV. WORKING WITH OTHER PARTIES/LAWYERS

The Federal Rules of Civil Procedure, Local Rules of this Court, and Judge Eichenholtz's individual practices and rules require the parties to work together to move the case forward. This means that Judge Eichenholtz will expect everyone to work together professionally and in good faith. As part of that, you should try to resolve any disagreements directly with the other parties in the case before bringing them to the Court, you should always contact the opposing parties before making a request to the Court, and you should always provide copies of documents submitted to the court to other parties. At the same time, you should also expect that parties represented by attorneys will contact you to discuss their concerns and objections before bringing them to the Court's attention.

IV. INFORMATION FOR *PRO SE* LITIGANTS WHO NEED LANGUAGE INTERPRETATION SERVICES

The Court conducts proceedings in English and *pro se* parties must be able to participate in those proceedings. If you need sign language interpretation services, please advise the Court ahead of your first conference. In most other cases, the Court does not provide language interpreter services in civil cases, but the Court will allow you, as a *pro se* party to bring an English-speaking friend or family member to court proceedings to act as an interpreter. That person can only translate exactly what is being said, they cannot otherwise participate or argue your case for you.