

**Brenna B. Mahoney**  
Clerk of Court

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK**

**August Marziliano**  
Chief Deputy, Brooklyn



**Ogoro Francis-McLeish**  
Chief Deputy, Central Islip

February 4, 2025

PUBLIC NOTICE: Parties who are not represented by an attorney (known as self-represented or *pro se* individuals) are not permitted to electronically file documents in CM/ECF without a court order. The preferred methods of delivery of court filings are United States Mail and hand delivery to the Clerk's Office of either courthouse.

The Eastern District of New York does provide a method of electronic delivery for self-represented parties who cannot mail or hand deliver documents to the courthouse via this link: <https://prose.nyed.uscourts.gov/>. This delivery method replaces any earlier versions and cannot be used to file initial complaints in a new case. All *pro se* parties who use the electronic delivery method must provide a valid email address and must follow all document filing guidelines which are available on the court's web site: [www.nyed.uscourts.gov](http://www.nyed.uscourts.gov).

*Pro se* parties may contact the Clerk's Office at either courthouse for assistance:

United States District Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201  
718-613-2665

United States District Court  
Eastern District of New York  
100 Federal Plaza  
Central Islip, NY 11722  
631-712-6060