

PRO SE OFFICE
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
HON. CHARLES L. BRIANT JR. FEDERAL BUILDING & COURTHOUSE
300 QUARROPAS STREET
WHITE PLAINS, NEW YORK 10601

RUBY J. KRAJICK
CLERK OF COURT

June 19, 2012

Re: Vilella v. Santagata, No. 7:87 Civ. 1450

Please read this list carefully to correct the mistakes in your papers. After you correct your papers, you may return them to this office for processing **TOGETHER WITH THIS LETTER.**

- ☐ Papers cannot be filed without an original signature. A facsimile/xerox copy of your signature or documents without a signature are not acceptable.
- ☐ These papers appear to be intended for another court or agency.
- ☐ Papers cannot be filed without proof that they have been served on your opponent(s) or their attorney(s). This office **will not** forward copies of your papers to your defendants or their counsel. Please note that a "cc" on the bottom of your papers is not sufficient proof of service. You may use your own form or the one enclosed. Please indicate the document(s) you served on your affirmation of service.
- ☐ Your complaint or petition is undergoing judicial review. Once a docket number and judge is assigned you will be notified by mail. No further papers can be accepted for filing until your case has received a docket number and a judge.
- ☐ You did not include an *In Forma Pauperis* Application or the filing fee of \$_____ (which must be paid in cash, certified check or money order made payable to the Clerk of the Court, U.S.D.C.-S.D.N.Y.). **Personal checks are not accepted.**
- ☒ **Other:** Please be advised that your Affirmation, Moving Affirmation-In Support, Freedom of Information Act Request, and Judicial Notice were received on June 15, 2012. Your letter dated June 15, 2012, was received on June 18, 2012. Please be advised that as per the policy of this Court, only complete copies of documents will be stamped and returned. Therefore, only the Freedom of Information Act Request and Letter will be stamped received.

Sincerely,

PRO SE OFFICE
(914) 390-4000

enc.