

e

LECTRONIC FILING

In New York State

The Courthouse in the 21st Century



Electronic technology is transforming the world, including the courthouse. Electronic filing has been introduced in New York State to bring the convenience and efficiency of advanced technology to attorneys and the public.

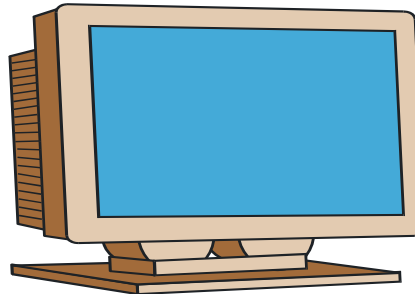
- **What is electronic filing ?** E-filing is the electronic transmission, service, and filing of court papers, document retrieval by access to an electronic docket, and instantaneous electronic notification of decisions and other court filings in cases.
- **What makes e-filing so convenient ?**
 - The user can file documents at any hour of any day from anywhere in the world, without a trip to the courthouse.
 - Service can be made electronically at any time from anywhere.
 - Court filing fees can be paid to the County Clerk/Court on-line by credit card at any time.
 - An electronic case docket is created and the case file is simultaneously accessible at any time from anywhere by all attorneys on the case.
 - The system is very easy to learn and use.
 - There are no fees to use the system other than the normal court filing fees.
 - Documents can be printed from the file at no charge.
 - The system provides instantaneous e-mail notice to participating attorneys when a decision, judgment or other court document is filed.
 - Documents can be filed by the parties in a secure status, making them accessible on-line only to attorneys and self-represented parties participating in e-filing in the case.
- **Where and in which cases is e-filing available ?** E-filing through the New York State Courts Electronic Filing System (“NYSCEF”) is available in commercial, tort and tax certiorari cases in Supreme Court in Albany, Essex, Livingston, Monroe, Nassau, Niagara, Onondaga, Suffolk, Sullivan, and Westchester Counties and in New York City; in all cases in Broome and Erie County Supreme Courts; in Surrogate’s Court in Chautauqua, Erie, Monroe, Queens, and Suffolk Counties; and in the Court of Claims. E-filing is also available in no-fault cases in the New York City Civil Court. E-filing is mandatory in newly-commenced cases in Supreme Court in New York County (certain commercial cases) and Westchester County (commercial and tort cases). Mandatory e-filing has been authorized by the Legislature for Supreme Court cases in Livingston, Monroe, Rockland, and Tompkins Counties.
- **What is needed to use the system ?** Commonly used hardware and software are all that is required.
- **How do I get access to use the system ?** Attorneys must register with NYSCEF and obtain a secure ID and password. This process is very quick and simple.
- **How can I register as a user, receive training and obtain additional information ?**

Contact the NYSCEF Resource Center at
646-386-3033 or efile@courts.state.ny.us

The e-filing website may be accessed at www.nycourts.gov/efile

NYSCEF

New York State Courts Electronic Filing



Supreme Courts Authorized for Commercial, Tax Certiorari and Tort Filings:

ALBANY
BRONX
BROOME *
ERIE *
ESSEX
KINGS
LIVINGSTON
MONROE
NASSAU

NEW YORK **
NIAGARA
ONONDAGA
QUEENS
RICHMOND
SUFFOLK
SULLIVAN
WESTCHESTER **

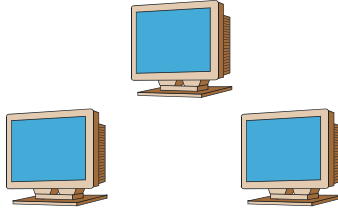
Other Counties/Courts and Case Types Authorized:

- Surrogate's Court in Chautauqua, Erie, Monroe, Queens, and Suffolk Counties
- Court of Claims
- New York City Civil Court (No-Fault Claims)
- Mandatory E-Filing authorized for Livingston, Monroe, Rockland, and Tompkins County Supreme Courts

* All Case Types in Broome and Erie County Supreme Courts.

** E-Filing is mandatory in the Supreme Courts of New York County (certain Commercial cases) and Westchester County (Commercial and Tort cases).

NEW YORK STATE COURTS ELECTRONIC FILING Program Highlights



Legislative Changes:

**CPLR Articles 3, 21, 80
Court Rules 202.5-b, 202.5-bb, 206.5-aa, 207.4-a, 208.4-a**

Basics:

- Web-Based System
 - Access 24/7
 - PDF Format
 - Signatures = ID & Password
 - Service Simplified
 - Secure Document Filing Option
 - Payment via Credit/Debit Card or at County Clerk/Court of Claims
 - Review by Court Clerk After Transmission
 - Notification of All Filings and Status via E-Mail
 - E-Filing Mandatory in Certain Counties
-

Equipment Needed:

- Computer
- Internet Access
- Web Browser
- Adobe Reader/Writer or Similar PDF Software
- Scanner

E-Filing Website: www.nycourts.gov/efile Resource Center: efile@courts.state.ny.us

2010 NYSEF Legislation

LAWS OF NEW YORK, 2010 CHAPTER 528

AN ACT to amend chapter 367 of the laws of 1999, amending the civil practice law and rules and the judiciary law relating to authorization of pilot programs permitting use of facsimile transmission or electronic means to commence an action or special proceeding, in relation to use of electronic means to commence an action or proceeding; to amend chapter 416 of the laws of 2009, amending the civil practice law and rules relating to service of papers by electronic means, in relation to service of papers by electronic means; and to amend chapter 457 of the laws of 2005 amending the judiciary law and other laws relating to use of credit cards to pay fees, fines and surcharges, in relation to making the provisions of such chapter permanent

Became a law September 17, 2010, with the approval of the Governor.

Passed by a majority vote, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Subdivision (a) of section 6 of chapter 367 of the laws of 1999, amending the civil practice law and rules and the judiciary law, relating to authorization of pilot programs permitting use of facsimile transmission or electronic means to commence an action or special proceeding, as amended by chapter 416 of the laws of 2009, is amended to read as follows:

(a) Notwithstanding any other provision of law, the chief administrator of the courts, with the approval of the administrative board of the courts, may promulgate rules authorizing a program in the use of facsimile transmission **only in the court of claims** and electronic means in the supreme court, the civil court of the city of New York, surrogate's courts and the court of claims, for: (i) the commencement of civil actions and proceedings, and (ii) the filing and service of papers in pending actions and proceedings. **Provided, however, the chief administrator shall consult with the county clerk of a county before the use of electronic means is to be authorized in such county, afford him or her the opportunity to submit comments with respect thereto and consider any such comments.**

§ 2. The first unnumbered paragraph of subparagraph 1 and subparagraph 3 of paragraph (B) of subdivision (b) of section 6 of chapter 367 of the laws of 1999, amending the civil practice law and rules and the judiciary law relating to authorization of pilot programs permitting use of facsimile transmission or electronic means to commence an action or special proceeding, as amended by chapter 416 of the laws of 2009, are amended to read as follows: The supreme court of New York **[county] and Westchester counties** in the following classes of cases provided that the amount in controversy (exclusive of punitive damages, interest, costs, disbursements and counsel fees claimed) is over \$100,000:

3. One or more classes of cases (excluding matrimonial actions as defined by the civil practice law and rules, election law proceedings, proceedings brought pursuant to article 78 of the civil practice law and rules, and proceedings brought pursuant to the mental hygiene law) in **[the] supreme court [of one county outside the city of New York] in Livingston, Monroe, Rockland and Tompkins counties.**

§ 3. The closing paragraph of paragraph (B) of subdivision (b) of section 6 of chapter 367 of the laws of 1999, amending the civil practice law and rules and the judiciary law relating to authorization of pilot programs permitting use of facsimile transmission or electronic means to commence an action or special proceeding, as amended by chapter 416 of the laws of 2009, is amended to read as follows:

Notwithstanding the foregoing, the chief administrator may not eliminate the requirement of consent until after he or she shall have consulted with members of the organized bar **and with the county clerk** in any county in which such elimination shall apply, have afforded them the opportunity to submit comments with respect thereto, **[and]** have considered any such comments **and, in the instance of the counties specified in subparagraph three of this paragraph, have obtained the agreement thereto of the respective county clerks thereof.**

§ 4. Section 6 of chapter 416 of the laws of 2009, amending the civil practice law and rules relating to service of papers by electronic means, is amended to read as follows:

§ 6. **(a) Not later than April [1, 2012] first in each calendar year, commencing in the year 2011, the chief administrator of the courts shall submit to the legislature, the governor and the chief judge of the state a report evaluating the state's experience with the program in the use of electronic means for the commencement of civil actions and proceedings and the service of papers therein as authorized by this act and containing such recommendations for further legislation as he or she shall deem appropriate, including, in particular, legislation to enable broader use of the program without the requirement of consent to participation in the counties specified in subparagraphs 1 and 2 of paragraph (B) of subdivision (b) of section 6 of chapter 367 of the laws of 1999, amending the civil practice law and rules and the judiciary law, relating to the authorization of pilot programs permitting the use of facsimile transmission or electronic means to commence an action or special proceeding, as amended, and in counties not now specified in subparagraph 3 of such paragraph (B). In the preparation of such report, the chief administrator shall consult with each county clerk in whose county the program has been implemented, afford him or her an opportunity to submit comments with respect to such implementation for inclusion in the report and consider any such comments.**

(b) The chief administrator of the courts shall create an advisory committee to consult with him or her in the implementation of this act in the supreme court. This committee shall consist of such number of members as the chief administrator shall designate, no fewer than half to be upon the recommendation of the New York State Association of County Clerks.

§ 5. Section 7 of chapter 457 of the laws of 2005 amending the judiciary law and other laws relating to use of credit cards to pay fees, fines and surcharges is amended to read as follows:

§ 7. This act shall take effect immediately **[and shall expire and be deemed repealed 5 years after such date]**; provided that section four of this act shall take effect on the first of January next succeeding the date on which it shall have become a law.

§ 6. This act shall take effect immediately and shall be deemed to have been in full force and effect on and after September 1, 2009, provided, however, that the amendments to paragraph (B) of subdivision (b) of section 6 of chapter 367 of the laws of 1999 made by sections two and three of this act shall not affect the expiration and repeal of such paragraph and shall be deemed repealed therewith.

The Legislature of the STATE OF NEW YORK ss:

Pursuant to the authority vested in us by section 70-b of the Public Officers Law, we hereby jointly certify that this slip copy of this session law was printed under our direction and, in accordance with such section, is entitled to be read into evidence.

MALCOLM A. SMITH
Temporary President of the Senate

SHELDON SILVER
Speaker of the Assembly

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Consensual Program Rules

ADMINISTRATIVE ORDER OF THE CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with and approval by the Administrative Board of the Courts, I hereby amend, effective immediately, section 202.5-b of the Uniform Rules for the Supreme and County Courts, relating to electronic filing of actions in the Supreme Court, to read as follows:

§202.5-b. Electronic Filing in Supreme Court; Consensual Program.

(a) Application.

(1) There is hereby established a program in which, on consent, documents may be filed and served by electronic means in Supreme Court in such civil actions and in such counties as shall be authorized by order of the Chief Administrator of the Courts. Documents may be filed or served by such means only to the extent and in the manner authorized in this section.

(2) Definitions. For purposes of this section:

- (i) “electronic means” shall mean any method of transmission of information between computers or other machines, other than facsimile machines, designed for the purpose of sending and receiving such transmissions, and which allows the recipient to reproduce the information transmitted in a tangible medium of expression;
- (ii) “NYSCEF” shall mean the New York State Courts Electronic Filing System and the “NYSCEF site” shall mean the New York State Courts Electronic Filing System website located at www.nycourts.gov/efile;
- (iii) “e-filing”, “electronic filing” and “electronically filing” shall mean the filing and service of documents in a civil action by electronic means through the NYSCEF site;
- (iv) an “authorized e-filing user” shall mean a person who has registered to use e-filing pursuant to subdivision (c) of this section;
- (v) an “action” shall include a special proceeding and an “e-filed action” shall mean an action in which documents are electronically filed and served in accordance with this section;
- (vi) “hard copy” shall mean information set forth in paper form;
- (vii) “working copy” shall mean a hard copy that is an exact copy of a document that has been electronically filed in accordance with this section;
- (viii) “party” or “parties” shall mean the party or parties to an action or counsel thereto; and
- (ix) “Resource Center” shall mean the NYSCEF Resource Center, the e-filing help center available at 646-386-3033 or efile@courts.state.ny.us and through the NYSCEF site.

(b) E-filing in Actions in Supreme Court. Except as otherwise provided in section 202.5-bb of these rules, the following shall apply to all actions in Supreme Court:

(1) *Commencing an action by electronic means.* A party may commence any action in the Supreme Court in any county (provided that e-filing has been authorized in that county and in the class of actions to which that action belongs pursuant to paragraph (1) of subdivision (a) of this section) by electronically filing the initiating documents with the County Clerk through the NYSCEF site.

(2) *E-filing in an action after commencement.*

- (i) Consent of the parties required. After commencement of an action wherein e-filing is authorized, documents may be electronically filed and served, but only if and when all parties have consented thereto or, if fewer than all parties have so consented, only by and between consenting parties with the permission of the court.
- (ii) Consent to e-filing; how obtained. A consent to e-filing in an action shall state that the party providing it agrees to the use of e-filing in the action and to be bound by the filing and service provisions in this section.

Consent shall be obtained by stipulation, or a party who seeks to use e-filing in a pending action may serve upon all other parties to the action a notice regarding availability of e-filing in a form approved by the Chief Administrator. Service of such a notice shall constitute consent to e-filing in the action by the party causing such service to be made. A party served with such a notice may consent to e-filing in the action not later than ten days after receipt of such service, either by filing with the court and serving on all parties of record a consent to e-filing or if such party or the attorney of record therefor is an authorized e-filing user, by filing the consent electronically in the manner provided at the NYSCEF site; provided, however, the court, in its discretion, may permit a consent to e-filing at any time thereafter. The filing of a consent to e-filing hereunder shall not constitute an appearance in the action.

- (iii) Filing and service after consent to e-filing in an action. Once an action is made subject to e-filing, all documents filed and served by consenting parties shall be served and filed in accordance with this section.
- (iv) Documents previously filed with the court; termination or modification of e-filing procedures. When an action becomes subject to e-filing, the court may direct that documents previously filed in the action in hard copy be filed electronically by the parties. The court may at any time order discontinuation of e-filing in such action or modification of e-filing procedures therein in order to prevent prejudice and promote substantial justice. Where a court orders discontinuation of e-filing in an action, the court may direct the clerk to convert into hard copy those documents comprising the case file which had been received electronically.

(c) Authorized E-filing Users, Passwords and Other Information.

(1) *Registration required.* Documents may be filed or served electronically only by a person who has registered as an authorized e-filing user or as otherwise provided in this subdivision.

(2) *Registering as an authorized e-filing user.*

- (i) Who may register. An attorney admitted to practice in the State of New York, or a person seeking to serve as an authorized e-filing agent on behalf of attorneys of record in an e-filed action or actions (hereinafter “filing agent”) may register as an authorized e-filing user of the NYSCEF site. Such registration is required to permit the registrant to e-file documents on behalf of parties in actions in which e-filing is permitted or required pursuant to this section. An attorney admitted *pro hac vice* in an action, a party to an action who is not represented by an attorney, or a person who has been authorized in writing by an owner or owners of real property to submit a petition as provided in section 730 of the Real Property Tax Law and who has been licensed to engage in such business by the jurisdiction in which the business is operated (hereinafter “small claims assessment review filing agent”) may also register as an authorized e-filing user, but solely for purposes of such action or, in the case of a small claims assessment review filing agent, solely for those proceedings under section 730 of the Real Property Tax Law in which he or she has been authorized to submit a petition.
- (ii) How to register. Registration shall be on a form prescribed by the Chief Administrator, which shall require such information as he or she shall specify. If so provided by the Chief Administrator, registration shall not be complete until the registering person has been approved as an e-filing user. An authorized e-filing user shall notify the appropriate clerk or the Resource Center immediately of any change in the information provided on his or her registration form.

(3) *Identification and password.* Upon registration, an authorized e-filing user shall be issued a confidential User Identification Designation (“User ID”) and a password by the Unified Court System (“UCS”). An authorized e-filing user shall maintain his or her User ID and password as confidential, except as provided in paragraph (4) of this subdivision. Upon learning of the compromise of the confidentiality of either the User ID or the password, an authorized e-filing user shall immediately notify the Resource Center. At its initiative or upon request, the UCS may at any time issue a new User ID or password to any authorized e-filing user.

(4) *User ID and password; use by authorized person.* An authorized e-filing user may authorize another person to file a document electronically on his or her behalf in a particular action using the User ID and password of the user, but, in such event, the authorized e-filing user shall retain full responsibility for any document filed.

(d) Electronic Filing of Documents.

(1) *Electronic Filing of Documents.* In any action subject to e-filing, all documents required to be filed with the court by a party that has consented to such e-filing shall be filed electronically, except as provided herein. Each document to be filed

electronically by a filing agent (other than one employed by a governmental entity) shall be accompanied by a statement of authorization from counsel of record in a form approved by the Chief Administrator. Where an action is subject to e-filing and a party or attorney seeks to file a document therein in hard copy, such document shall include a conspicuous notice on the first page thereof that: (A) the party or attorney is authorized to withhold consent to e-filing and has withheld such consent, (B) the party or attorney is exempt from having to e-file, or (C) the party or attorney is authorized to file such document in hard copy pursuant to an emergency exception provided in paragraph (2) of subdivision (b) or paragraph (3) of subdivision (c) of section 202.5-bb of these Rules.

(2) *Payment of Fees.* Whenever documents are filed electronically that require the payment of a filing fee, the person who files the documents shall provide, in payment of the fee: (i) such credit or debit card information as shall be required at the NYSCEF site to permit a card to be charged or debited by the County Clerk; or (ii) the form or information required by the County Clerk to permit him or her to debit an account maintained with the County Clerk by an attorney or law firm appearing for a party to the action; or (iii) any other form of payment authorized by the Chief Administrator. Notwithstanding the foregoing, an authorized e-filing user who electronically files documents that require the payment of a filing fee may cause such fee to be paid thereafter in person at the office of the County Clerk.

(3) *Filing and receipt of documents; confirmation; secure information.*

- (i) When documents are filed. Documents may be transmitted at any time of the day or night to the NYSCEF site. Documents are deemed filed on the date on which their electronic transmission is recorded at that site, provided, however, that where payment of a fee is required upon the filing of a document, the document will not be deemed filed until transmission of the information or form or information as required in (i) or (ii), respectively, of paragraph (2) of this subdivision is recorded at the NYSCEF site; or, if no such transmission is recorded, until payment is physically presented to the County Clerk;
- (ii) Confirmation. No later than the close of business on the business day following the electronic filing of a document, a confirmation notice shall be transmitted electronically by the NYSCEF site to the person filing such document. When documents initiating an action are filed electronically, the County Clerk shall assign an index number or filing number to the action and shall cause that number to be transmitted to the person filing such documents as part of the confirmation notice. If payment is submitted in person after the initiating documents have been transmitted electronically, the County Clerk shall assign the number upon presentation of that payment.
- (iii) Secure information. When electronically filing a document, the person filing such document shall indicate whether it contains any of the following: individually identifiable health information, a social security number, a credit card number, a bank account number, an individual's date of birth, an individual's home address, a minor child's name, or trade secrets. If such person indicates that any of this information is contained in the document, access to it on the NYSCEF site may be restricted to consenting parties to the action, the County Clerk and the court. The document will, however, be available for public inspection at the office of the County Clerk unless sealed by the court.

(4) *Official record; working copies.* When a document has been filed electronically pursuant to this section, the official record shall be the electronic recording of the document stored by the clerk. The court may require the parties to provide working copies of documents filed electronically. In such event, each such working copy shall include, as a cover page firmly fastened thereto, a copy of the confirmation notice received from the NYSCEF site pursuant to subdivision (d)(3)(ii) of this section upon the electronic filing of such document.

(5) *Orders and judgments.* Unless the court directs otherwise, any document that requires a judge's signature shall be transmitted electronically and in hard copy to the court. Unless the Chief Administrator authorizes use of electronic signatures, orders and judgments signed by a judge shall be signed in hard copy, and shall be converted into electronic form by the appropriate clerk. The County Clerk may sign judgments in hard copy, or may affix a digital image of his or her signature to judgments in electronic form.

(6) *Exhibits in hard copy.* Notwithstanding any other provision of this section, the clerk may permit a party to file in hard copy an exhibit which it is impractical or inconvenient to file electronically.

(e) Signatures.

(1) *Signing of a document.* An electronically filed document shall be considered to have been signed by, and shall be binding upon, the person identified as a signatory, if:

- (i) it bears the physical signature of such person and is scanned into an electronic format that reproduces such signature; or
- (ii) the signatory has electronically affixed the digital image of his or her signature to the document; or
- (iii) it is electronically filed under the User ID and password of that person; or
- (iv) in a tax certiorari action in which the parties have stipulated to this procedure, it is an initiating document that is electronically filed without the signature of the signatory in a form provided above in this subparagraph, provided that, prior to filing, the document is signed in full in hard copy (which hard copy must be preserved until the conclusion of all proceedings, including appeals, in the case in which it is filed) and the electronic record of the document bears the word “Signed” typed on the signature line; or
- (v) it otherwise bears the electronic signature of the signatory in a format conforming to such standards and requirements as may hereafter be established by the Chief Administrator.

(2) *Compliance with Part 130.* A document shall be considered to have been signed by an attorney or party in compliance with section 130-1.1-a of the Rules of the Chief Administrator (22 NYCRR § 130-1.1-a) if it has been signed by such attorney or party as provided in paragraph (1) of this subdivision and it bears the signatory’s name, address and telephone number.

(3) *Certification of Signature.* A party or attorney may add his or her signature to a stipulation or other filed document by signing and filing a Certification of Signature for such document in a form prescribed by the Chief Administrator.

(f) Service of Documents.

(1) *Service of initiating documents in an action.* Initiating documents may be served in hard copy pursuant to Article 3 of the CPLR, or, in tax certiorari cases, pursuant to the Real Property Tax Law, or by electronic means if the party served agrees to accept such service. A party served by electronic means shall, within 24 hours of service, provide the serving party or attorney with an electronic confirmation that the service has been effected.

(2) *Service of interlocutory documents in an e-filed action.*

- (i) E-mail address for service. Each party in an action subject to electronic filing that has consented thereto shall identify on an appropriate form an e-mail address at which service of interlocutory documents on that party may be made through notification transmitted by the NYSCEF site (hereinafter the ‘e-mail service address’). Each attorney of record and each self-represented party shall promptly notify the appropriate clerk in the event he or she changes his or her e-mail service address.
- (ii) How service is made. Where parties to an action have consented to e-filing, upon the receipt of an interlocutory document by the NYSCEF site, the site shall automatically transmit electronic notification to all e-mail service addresses in such action. Such notification shall provide the title of the document received, the date received, and the names of those appearing on the list of e-mail service addresses to whom that notification is being sent. Each party receiving the notification shall be responsible for accessing the NYSCEF site to obtain a copy of the document received. The electronic transmission of the notification shall constitute service of the document on the e-mail service addresses identified therein, except that such service will not be effective if the filing party learns that it did not reach the address of the person to be served. Proof of such service will be recorded on the NYSCEF site. A party may, however, utilize other service methods permitted by the CPLR provided that, if one of such other methods is used, proof of service shall be filed electronically.

(g) Addition of Parties or Proposed Intervenor in a Pending E-Filed Action. A party to be added in an action subject to e-filing shall be served with initiating documents in hard copy together with the notice regarding use of e-filing specified in paragraph (2)(ii) of subdivision (b) of this section, to which response shall be made as set forth in that paragraph. A proposed intervenor or other non-party who seeks relief from the court in an action subject to e-filing, if consenting to e-filing, shall promptly file and serve a consent to e-filing. If an added party or intervenor does not consent to e-filing, subsequent documents shall be served by and on that party or intervenor in

hard copy but the action shall continue as an e-filed one as to all consenting parties.

(h) Entry of Orders and Judgments and Notice of Entry.

(1) *Entry; date of entry.* In an action subject to e-filing, the County Clerk or his or her designee shall file orders and judgments of the court electronically, which shall constitute entry of the order or judgment. The date of entry shall be the date on which transmission of the order or judgment is recorded at the NYSCEF site.

(2) *Notice requesting entry of judgment.* The County Clerk may require that a party seeking entry of judgment electronically serve upon the County Clerk, in a form specified by the County Clerk, a request for entry of judgment.

(3) *Notification; service of notice of entry by parties.* Upon entry of an order or judgment, the County Clerk, his or her designee, or the NYSCEF site shall transmit to the e-mail service addresses a notification of such entry, which shall not constitute service of notice of entry by any party. A party shall serve notice of entry of an order or judgment on another party by serving a copy of the notification received from the County Clerk, his or her designee or the NYSCEF site, a copy of the order or judgment, and an express statement that the transmittal constitutes notice of entry. Service may be made through the NYSCEF site, or by any other service method permitted by the CPLR, provided that, if one of such other methods is used, proof of service shall be filed electronically.

(i) *Technical Failures.* The appropriate clerk shall deem the NYSCEF site to be subject to a technical failure on a given day if the site is unable to accept filings or provide access to filed documents continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon of that day. The clerk shall provide notice of all such technical failures on the site. When filing by electronic means is hindered by a technical failure, a party may file with the appropriate clerk in hard copy. With the exception of deadlines that by law cannot be extended, the time for filing of any document that is delayed due to technical failure of the site shall be extended for one day for each day on which such failure occurs, unless otherwise ordered by the court.

(j) *Electronic Filing of Discovery Materials.* In any action subject to e-filing, parties and non-parties producing materials in response to discovery demands may enter into a stipulation authorizing the electronic filing of discovery responses and discovery materials to the degree and upon terms and conditions set forth in the stipulation. In the absence of such a stipulation, no party shall file electronically any such materials except in the form of excerpts, quotations, or selected exhibits from such materials as part of motion papers, pleadings or other filings with the court.

(k) Copyright, Confidentiality and Other Proprietary Rights.

(1) Submissions pursuant to e-filing procedures shall have the same copyright, confidentiality and proprietary rights as paper documents.

(2) In an action subject to e-filing, any person may apply for an order prohibiting or restricting the electronic filing in the action of specifically identified materials on the grounds that such materials are subject to copyright or other proprietary rights, or trade secret or other privacy interests, and that electronic filing in the action is likely to result in substantial prejudice to those rights or interests. Unless otherwise permitted by the court, a motion for such an order shall be filed not less than ten days before the materials to which the motion pertains are due to be produced or filed with the court.

/s/ Ann T. Pfau
Chief Administrative Judge of the Courts

Dated: April 26, 2010

AO/395/10

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Mandatory Program Rules

ADMINISTRATIVE ORDER OF THE CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with and approval by the Administrative Board of the Courts, I hereby adopt, effective immediately and applicable only to actions commenced hereafter, a new section 202.5-bb of the Uniform Rules for the Supreme and County Courts, relating to electronic filing of action in the Supreme Court, to read as follows:

§202.5-bb. Electronic Filing in Supreme Court; Mandatory Program.

(a) Application.

(1) There is hereby established a pilot program in which all documents filed and served in Supreme Court in the following civil actions (in the counties specified) shall be filed and served by electronic means: (i) commercial actions in New York County; (ii) tort actions in Westchester County; and (iii) such classes of actions as shall be specified by order of the Chief Administrator of the Courts (excluding matrimonial actions as defined by the Civil Practice Law and Rules, Election Law proceedings, proceedings brought pursuant to Article 78 of the Civil Practice Law and Rules, and proceedings brought pursuant to the Mental Hygiene Law) in any additional counties outside the City of New York as authorized by statute. Except to the extent that this section shall otherwise require, the provisions of section 202.5-b of these rules shall govern this pilot program.

(2) For purposes of this section, “commercial actions” shall mean actions described in subparagraph (1) of paragraph (B) of subdivision (b) of section 6 of chapter 367 of the laws of 1999, as amended by chapter 416 of the laws of 2009, except for (A) actions where the amount in controversy (exclusive of punitive damages, interest, costs, disbursements and counsel fees claimed) is less than or equal to \$100,000, or (B) actions expressly excluded by the terms of such subparagraph (1).

(b) Commencement of Actions Under this Section.

(1) *Mandatory commencement in general.* Except as otherwise provided in this section, every action specified in paragraph (1) of subdivision (a) of this section shall be commenced by electronically filing the initiating documents with the County Clerk through the NYSCEF site.

(2) *Emergency exception.* Notwithstanding paragraph (1) of this subdivision, an action otherwise required to be commenced electronically may be commenced by the filing of initiating documents in hard copy provided such documents are accompanied by the affirmation or affidavit of the attorney or party filing those documents stating that: (i) the statute of limitations will expire on the day the documents are being filed or on the following business day; and (ii) the attorney or party is unable to electronically file such documents because of technical problems with his or her computer equipment or Internet connection. In the event an attorney or party in an action shall file initiating documents in hard copy pursuant to this paragraph, he or she shall file those documents with the NYSCEF site within three business days thereafter. For purposes of this section, such an action shall be deemed to have been commenced electronically.

(3) *Service of initiating documents.* Personal service of initiating documents upon a party in an action that must be commenced electronically in accordance with this section shall be made as provided in Article 3 of the Civil Practice Law and Rules, or by electronic means if the party served agrees to accept such service. Such service shall be accompanied by a notice, in a form approved by the Chief Administrator, advising the recipient that the action is subject to electronic filing pursuant to this section. A party served by electronic means shall, within 24 hours of service, provide the serving party or attorney with an electronic confirmation that the service has been effected.

(c) Filing and Service of Documents After Commencement in Actions Under this Section.

(1) *All documents to be filed and served electronically.*

(i) Except as otherwise provided in this subdivision, filing and service of all documents in an action that has been commenced electronically in accordance with this section shall be by electronic means.

(ii) All provisions of section 202.5-b of these rules that would apply to an action in which the parties thereto have consented to electronic filing shall apply to an action that is subject to this section, except that a court may not order discontinuation of e-filing pursuant to section 202.5-b(b)(4).

(2) *Addition of parties after commencement of action.* Notwithstanding any other provision of this section, a party to be added in an action that has been commenced electronically in accordance with this section shall be served with initiating documents in hard copy together with the notice specified in paragraph (3) of subdivision (b) of this section. A proposed intervenor or other non-party who seeks relief from the court in such an action shall make his or her application for such relief by electronic means.

(3) *Emergency exception.* Notwithstanding paragraph (1) of this subdivision, where documents are required to be filed and served electronically in accordance with such paragraph (1), such documents may nonetheless be filed and served in hard copy provided they are accompanied by the affirmation or affidavit of the attorney or party filing and serving those documents stating that: (i) a statutory deadline for their filing and service will expire on the day the documents are being filed and served or on the following business day; and (ii) the attorney or party is unable to electronically file and serve such documents because of technical problems with his or her computer equipment or Internet connection. In the event an attorney or party in an action shall file and serve documents in hard copy pursuant to this paragraph, he or she shall file those documents with the NYSCEF site within three business days thereafter.

(d) County Clerk and Clerk of Court Not to Accept Hard Copies of Documents for Filing Where Electronic Filing Is Required. As provided in section 202.5(d)(1) of these Rules, a County Clerk and a Chief Clerk of Supreme Court, as appropriate, shall refuse to accept for filing hard copies of documents sought to be filed in actions where such documents are required to be filed electronically.

(e) Exemption From the Requirement of Electronic Filing. Notwithstanding the foregoing, an attorney or a party who is not represented by an attorney in an action that is required to be commenced electronically, or a person who is a proposed intervenor or other non-party who seeks relief from the court in such an action, may claim exemption from having to file and serve documents electronically in accordance with this section by filing with the County Clerk and the clerk of the court in which the action is or will be pending a form, to be prescribed by the Chief Administrator, on which:

(1) if he or she is an attorney, he or she certifies, in good faith:

(i) that he or she lacks the computer hardware and/or connection to the Internet and/or scanner or other device by which documents may be converted to an electronic format; or

(ii) that he or she lacks the requisite knowledge in the operation of such computers and/or scanners necessary to comply with this section (for purposes of this paragraph, the knowledge of any employee of an attorney, or any employee of the attorney's law firm, office or business who is subject to such attorney's direction, shall be imputed to the attorney); or

(2) he or she indicates that he or she is not represented by an attorney and he or she wishes to be exempt from having to file and serve documents electronically in accordance with this section

Nothing in this section shall prevent a judge from exempting an attorney from having to file and serve documents electronically in accordance with this section upon a showing of good cause therefor.

Where an attorney, party, proposed intervenor or other non-party who seeks relief from the court in an action that is subject to this section is exempt from having to file and serve documents electronically in accordance with this section, he or she shall serve and file documents in hard copy, provided that each such document shall include, on a cover page firmly fastened thereto, a conspicuous notice that the person filing or serving the document is exempt from having to file and serve it electronically. Notwithstanding the foregoing, all other attorneys, parties and others seeking relief from the court in such action shall continue to be required to file and serve documents electronically, except that, wherever they serve documents upon a person or party who is exempt from having to file and serve documents electronically in accordance with this section, they shall serve such documents in hard copy.

Dated: April 26, 2010

/S/ Ann T. Pfau
Chief Administrative Judge of the Courts

AO/396/10

Papers Filed in Court

ADMINISTRATIVE ORDER OF THE CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with and approval by the Administrative Board of the Courts, I hereby amend, effective immediately, section 202.(d)(1) of the Uniform Civil Rules for the Supreme and County Courts, relating to the filing of papers in civil actions and proceedings, to read as follows:

§202.5. Papers Filed in Court

(d)(1) In accordance with CPLR 2102(c), a County Clerk and a chief clerk of the Supreme Court or County Court, as appropriate, shall refuse to accept for filing papers filed in actions and proceedings only under the following circumstances or as otherwise provided by statute, Chief Administrator's rule or order of the court:

- (i) The paper does not have an index number;
- (ii) The summons, complaint, petition, or judgment sought to be filed with the Court Clerk contains an "et al" or otherwise does not contain a full caption;
- (iii) The paper sought to be filed with the County Clerk is filed in the wrong court; [or]
- (iv) The paper is not signed in accordance with section 130-1.1a of the Rules of the Chief Administrator; or
- (v) The paper sought to be filed: (A) is in an action subject to electronic filing pursuant to Rules of the Chief Administrator, (B) is not being filed electronically, and (C) does not include the notice required by paragraph (1) of subdivision (d) of section 202.5-b of such Rules.

The County Clerk shall require the payment of any applicable statutory fees, or an order of the Court waiving payment of such fees, before accepting a paper for filing.

/S/ Ann T. Pfau
Chief Administrative Judge of the Courts

Dated: April 26, 2010

AO/397/10

NYSCEF FORMS

The following forms are some Key forms which are all part of this attachment:

Court Notice Regarding Availability of Electronic Filing Supreme Court Cases: When serving your commencement papers, you must include the form *Notice Regarding Availability of Electronic Filing*. This form is provided to advise your adversary of your desire that this case proceed as an electronically filed case.

Consent to E-Filing: If a self-represented party or attorney wishes to consent to the use of NYSCEF in this case, the *Consent to E-filing Supreme Court Case* form must be filed via the NYSCEF System. Self-represented parties must first apply for a User ID which will be restricted to this particular case. An attorney can use a previously issued NYSCEF User ID or can apply for one if necessary. This consent must be filed via NYSCEF before a party or attorney can serve or receive service electronically in the action.

Stipulation and Consent to E-Filing: If there is a desire among counsel and/or self-represented parties in an existing case to convert that case to e-filing, a *Stipulation and Consent to E-filing* can be signed by counsel to all parties or a self-represented party. The Office of the County Clerk will work with the court to convert the docket to the NYSCEF System. In each County, every effort will be made to upload each document in the case file to the NYSCEF System for the convenience of the parties and the court.

Notice of Commencement of Action Subject to Mandatory Electronic Filing: If you are commencing a case in NYSCEF which is subject to mandatory electronic filing, you must serve a Notice of Commencement of Action Subject to Mandatory Electronic Filing along with your commencement papers.

Notice of Opt-Out from Mandatory E-Filing : Form to be used -served and filed with clerks office -when party is opting out of Mandatory E-Filing pursuant to section 202.5-bb.

Notice of Hard Copy Submission – E-filed Case: With limited exceptions, all documents in mandatory e-filed cases and e-filed cases in which consent has been given must be filed electronically. Counsel seeking to submit a hard copy original document must indicate the reason using a *Notice of Hard Copy Submission – E-filed Case*.

Notification for Sealing In Electronically-Filed Case: If an order requires that a document or documents in a NYSCEF case be sealed, this form should be used to provide proper notice that the County Clerk must seal the document or documents.

Confirmation Notice: Where requested by Judge, if submitting a working copy of your filing to the court, you must include as a cover page firmly fastened thereto a copy of this Confirmation Notice.

Statement of Authorization for E-Filing : This form authorizes a filing agent to file documents on behalf of multiple attorneys within the same Firm/Agency in an Efiled matter.
NOTE: This authorization must be posted once on the NYSCEF website as to each matter in which authorization is given.

_____ () _____

SUPREME COURT OF THE STATE OF NEW YORK

COUNTY OF _____

-----X

Plaintiff(s)/Petitioner(s),

Index No. _____

- against -

Defendant(s)/Respondent(s).

-----X

**COURT NOTICE REGARDING AVAILABILITY OF ELECTRONIC FILING
SUPREME COURT CASES**

PLEASE TAKE NOTICE that plaintiff(s)/petitioner(s) [defendant(s)/respondent(s)] in the case captioned above intends that this matter proceed as an electronically-filed case in the New York State Courts Electronic Filing System (“NYSCEF”) in accordance with the procedures therefor, described below. Filing and service of papers by electronic means cannot be made by a party nor electronic service be made upon a party unless that party has consented to use of the system. Within ten days after service of this Notice, each party served must indicate whether or not it consents to electronic filing and service through NYSCEF for this case.

General Information

In New York State, actions may be commenced and cases processed by means of the NYSCEF system in (1) tort, commercial, and tax certiorari cases in the Supreme Court in New York City and in Albany, Essex, Livingston, Monroe, Nassau, Niagara, Onondaga, Suffolk, Sullivan and Westchester Counties; and (2) any case type in Broome and Erie County Supreme Courts as authorized by the court. Electronic filing is also authorized for cases in the Court of Claims and Surrogate’s Court cases in Chautauqua, Erie, Monroe, Queens and Suffolk Counties and in no fault cases in New York City Civil Court.

Electronic filing offers significant benefits for attorneys and litigants, permitting papers to be filed with the County Clerk and the court and served in a simple, convenient and expeditious manner. NYSCEF case

documents are filed with the County Clerk and the court by filing on the NYSCEF Website (www.nycourts.gov/efile), which can be done at any time of the day or night on any day of the week. Documents in Supreme Court cases are deemed filed when received by the NYSCEF server (with payment if required), regardless of whether the court or the County Clerk's Office is open. Service between and among consenting users is effectuated by posting documents with the Website, which immediately sends automatic e-mail notice to all such parties. There is no fee to use the NYSCEF system, whether for filing, service, or consultation of the electronic docket, nor is there a charge to print documents from the docket. Normal filing fees must be paid, but this can be done by credit or debit card on-line. The use of NYSCEF in Supreme Court is governed by Section 202.5-b of the Uniform Rules for the Trial Courts.

Instructions

1. Service of this Notice constitutes a statement of intent by the undersigned that the NYSCEF system be used in this case. When an action or proceeding is being commenced by means of the NYSCEF system, this Notice must accompany service of the initiating papers.
2. **Within ten days after service of this Notice**, the party served shall file with the court and serve on all parties the attached Consent to E-Filing, or, if the party does not wish to consent, a declination of consent. Consent to electronic filing does not constitute an appearance in the action. If the party served is represented by an attorney who has already registered as a NYSCEF Filing User, that attorney may consent electronically on the NYSCEF site. Consent to NYSCEF is required of all current parties to the case in order for it to proceed as a NYSCEF matter, or, if fewer than all parties consent, where permitted by the court, NYSCEF may be used by and between or among consenting parties only.
3. Once parties agree that the case will be subject to NYSCEF, each participating attorney, unless already registered, must **PROMPTLY** complete a Filing User Registration form (see the "Forms" section of the Website) and submit it to the NYSCEF Resource Center (efile@courts.state.ny.us) in order to obtain the confidential Filing User Identification Number and Password necessary to use the system.
4. For additional information about NYSCEF, see the *User's Manual* and *Frequently Asked Questions* on the

Website, or contact the court in question or the NYSCEF Resource Center (at 646-386-3033 or efile@courts.state.ny.us).

Dated: _____

_____ (Name)

_____ (Firm)

_____ (Address)

_____ (Phone)

_____ (Fax)

_____ (E-Mail)

Attorney(s) for _____

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff(s)/Petitioner(s),

Index No. _____

-against-

CONSENT TO E-FILING

Defendant(s)/Respondent(s).

-----X

I, _____, am [] an attorney in good standing representing a party in the above captioned matter, [] an attorney admitted pro hac vice representing a party in this matter, or [] a self-represented party in this matter, and hereby consent to the use of the New York State Courts Electronic Filing System (“**NYSCEF**”) in this case. I agree to be bound by the regulations governing the **NYSCEF** System (22 NYCRR §§ 202.5-b, 206.5, 206.5-aa, 207.4-a) and the procedures of the **NYSCEF** System as reflected in the *User’s Manual* approved by the Chief Administrator of the Courts and posted on the **NYSCEF** website.

If, as indicated below, I am not currently an authorized e-filing user in the **NYSCEF** System, I hereby authorize the court/E-Filing Resource Center to apply for a user ID and password on my behalf. For this purpose, my signature on this consent shall be deemed my signature on the User Registration Form posted on the **NYSCEF** website. **I understand that my primary e-mail address, listed below, will be used for service of documents.**

Dated: _____

Registered User: [] Yes [] No

Print Name _____ Signature _____

Firm Name _____

Party(s) Represented

Address _____

UCS Attorney Registration #

Phone Number

E-Mail _____

(Primary – to be used for service)

2nd E-Mail _____

(Optional)

3rd E-Mail _____

(Optional)

(Primary) E-Mail

(Optional) 2nd E-Mail

(Optional) 3rd E-Mail

(Primary) E-Mail

(Optional) 2nd E-Mail

(Optional) 3rd E-Mail

Registered User: [] Yes [] No
Attorney [] Pro Hac [] Pro Se []

Registered User: [] Yes [] No
Attorney [] Pro Hac [] Pro Se []

Signature

Print Name

Signature

Print Name

Attorney for (Identify party or parties)

Attorney for (Identify party or parties)

UCS Attorney Registration #

UCS Attorney Registration #

Firm Name

Firm Name

Address

Address

E-Mail
(Primary)

E-Mail
(Primary)

2nd E-Mail
(Optional)

2nd E-Mail
(Optional)

3rd E-Mail
(Optional)

3rd E-Mail
(Optional)

Phone #

Phone #

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff/Petitioner,

- against -

Index No. _____

Defendant/Respondent.

-----X

**NOTICE OF COMMENCEMENT OF ACTION
SUBJECT TO MANDATORY ELECTRONIC FILING**

PLEASE TAKE NOTICE that the matter captioned above, which has been commenced by filing of the accompanying documents with the County Clerk, is subject to mandatory electronic filing pursuant to Section 202.5-bb of the Uniform Rules for the Trial Courts. This notice is being served as required by Subdivision (b) (3) of that Section.

For information about electronic filing, including access to Section 202.5-bb, consult the website of the New York State Courts Electronic Filing System ("NYSCEF") at www.nycourts.gov/efile or contact the NYSCEF Resource Center at 646-386-3033 or efile@courts.state.ny.us.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

_____ (E-Mail)

To: _____

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTICE OF OPT-OUT FROM PARTICIPATION
IN ACTION SUBJECT TO MANDATORY ELECTRONIC FILING**

Pursuant to Section 202.5-bb of the Uniform Rules for the Trial Courts, I hereby opt out of participation in electronic filing in this mandatory e-filed case.

For Attorneys:

I certify in good faith that I am unable to participate in mandatory electronic filing of documents in this case on behalf of my client, _____, because [place your initials in the applicable space]:

_____ I lack [check off the applicable box]:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format

_____ I lack the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge.

For Self-Represented Litigants:

I choose not to participate in electronic filing of documents in this case.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE
(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)**

With limited exceptions, all documents in mandatory e-filed cases and e-filed cases in which consent has been given must be filed electronically; all hard copies submitted must be working copies in compliance with the E-Filing Rules. Counsel who seek to submit hard copy original documents in mandatory e-filed cases or cases subject to e-filing in which consent is being withheld must indicate the reason for hard copy submission by initialing in the relevant blank space provided below.

1. Consensual Cases

_____ In this consensual case, I am authorized to and do hereby withhold consent to e-filing on behalf of my client, a party to the case, or, if self-represented, myself.

2. Mandatory Cases

_____ I am exempt from the requirement to e-file because, in accordance with the E-Filing Rules, either I have filed with the court the exemption form required by the Rules or the court has granted my application upon good cause shown.

_____ I am authorized to file this document in hard copy in this e-filed case pursuant to an emergency exception and am submitting the affirmation/affidavit required by Uniform Rule 202.5-bb (b) (2) or (c) (3). I understand that I am required by the Rules to, and I shall, e-file these documents within three business days hereafter.

3. Consensual or Mandatory Case - - Sealing Application

_____ I am applying for a sealing order and the need to protect sensitive information in the moving papers requires that I submit the papers in hard copy form, as permitted by the Protocol on Electronic Filing.

4. Proposed Orders to Show Cause

_____ As provided by the Protocol on Electronic Filing, I am submitting in hard copy form a proposed order to show cause and supporting papers seeking a TRO, together with an affirmation/affidavit demonstrating that there will be significant prejudice to the applicant from the giving of notice (Uniform Rule 202.7 (f)).

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

_____ (E-Mail)

SUPREME COURT OF THE STATE OF NEW YORK

COUNTY OF _____

-----X

Plaintiff/Petitioner,

- against -

Index No. _____

Defendant/Respondent.

-----X

**NOTIFICATION FOR SEALING
IN ELECTRONICALLY-FILED CASE**

To: County Clerk, County of _____

_____, an attorney admitted to the Bar of the State of New York and counsel for in the above-captioned case filed with the New York State Courts Electronic Filing System ("NYSCEF"), respectfully submits this notification that an order of this court, a copy of which is annexed, requires that the document(s) identified below be sealed. Except in instances in which the order requires sealing of the entire file, each document to be sealed is identified by its title, the date filed with the NYSCEF system, and the number of the document as listed on the NYSCEF List of Documents Filed.

Sealing of Entire File Ordered _____ [Initial here] Or

Sealing of the Document(s) Identified Below Ordered:

<u>Title of Document</u>	<u>Number of Document On NYSCEF List of Documents</u>	<u>Date Filed</u>
1) _____	No. _____	_____
2) _____	No. _____	_____
3) _____	No. _____	_____
4) _____	No. _____	_____
5) _____	No. _____	_____

Dated: _____

(Signature) _____

(Name) _____

(Firm Name) _____

(Address) _____

Attorney for _____



NYSCEF - New York County Supreme Court

Confirmation Notice

If submitting a working copy of this filing to the court, you must include as a cover page firmly fastened thereto a copy of this Confirmation Notice.

LizzyG - v. - MoeG

020279/2011

Documents Filed

Doc #	Document Type	Motion #	Date Received
3	PROPOSED ORDER TO SHOW CAUSE		01/14/2011 03:05 PM
3-2	EXHIBIT(S) 1		01/14/2011 03:05 PM
3-4	EXHIBIT(S) 2		01/14/2011 03:05 PM
3-6	EXHIBIT(S) 3		01/14/2011 03:05 PM
3-8	EXHIBIT(S) 4		01/14/2011 03:05 PM
3-10	EXHIBIT(S) 5		01/14/2011 03:05 PM
3-12	EXHIBIT(S) 6		01/14/2011 03:05 PM

Filing User

Name: **One Trainee**
Phone #:
Fax #:
E-mail Address: **student1@courts.state.ny.us**
Work Address: **125 Jordan Road
Troy, NY 12180**

E-mail Notifications

An e-mail notification regarding this filing has been sent to the following address(es):

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NEW YORK**

**STATEMENT OF AUTHORIZATION FOR
ELECTRONIC FILING
(Single Attorney for Firm Employee or Independent Filing Agent)**

I, _____, Esq., (Attorney Registration No. _____) am an authorized user of the NYSCEF system (user ID: _____). I hereby acknowledge that _____ (“the filing agent”) has registered as a filing agent authorized user of the NYSCEF system (user ID: _____). Further I hereby authorize the filing agent to file documents on my behalf and at my direction in any e-filed matter in which I am counsel of record through the New York State Courts Electronic Filing System, as provided in Section 202.5-b(d)(1) of the Uniform Rules for the Trial Courts.

This authorization extends to any matter in which I have previously consented to e-filing and to any matter in which I may authorize the filing agent to record my consent in the NYSCEF system.

This filing authorization extends to any and all documents I generate and submit to the filing agent for filing in any such matter. This authorization, posted once on the NYSCEF website as to each matter in which I am counsel of record, shall be deemed to accompany any document filed in that matter by the filing agent.

Where a document intended for filing includes secure information as set forth in the E-Filing Rules, I will notify the filing agent and direct the filing agent to mark that document Secure in the NYSCEF system.

I further authorize the filing agent to view such Secure documents that I have filed or that I generate and submit to the filing agent for filing in any such matter.

This authorization regarding this filing agent shall continue until I revoke it in writing on a prescribed form delivered to the E-Filing Resource Center.

Signature

Dated

Print Name

Street Address

Firm/Department

City, State and Zip Code

Phone

E-Mail Address



**NEW YORK STATE
UNIFIED COURT SYSTEM
E-Filing**

E-Filing Resource Center

Telephone: 646-386-3033

Fax: 212-401-9146

Email Address: efile@courts.state.ny.us

Address:

**NEW YORK STATE SUPREME COURT
CIVIL BRANCH**

**ATTN: E-Filing Resource Center
60 CENTRE STREET – ROOM 119A
NEW YORK, NY 10007-1474**

Website:

www.NYCourts.gov/efile

**Jeffrey Carucci
Statewide Coordinator**