

SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION : DEPARTMENT  
-----X

- against -

Appellate Division  
Case/Docket No.

Originating Court  
No.

-----X

NOTIFICATION OF CASE NUMBER AND OTHER INFORMATION  
IN E-FILED ORIGINAL PROCEEDING  
(22 NYCRR 1245.3[c])

PLEASE TAKE NOTICE that counsel for the petitioner, or a self-represented petitioner, in the matter captioned above:

- a special proceeding initiated in this court
- an action submitted to the court pursuant to CPLR 3222

has filed a notice of petition or other initiating documents by electronic filing method through the New York State Courts Electronic Filing System ("NYSCEF"). This notification is being served as required by 22 NYCRR 1245.3(c)

The case number for this matter is .

**Parties represented by an attorney.** Within twenty (20) days of service of this notification, counsel to all other parties in this matter shall, as required by 22 NYCRR 1245.3(d):

- (a) (i) register or confirm registration as authorized e-filing users with NYSCEF; and
- (ii) enter electronically in NYSCEF such contact information and additional information as the court may require;

or

- (b) if an attorney exempt from e-filing, serve upon all parties and file with the court by hard copy service method, an attorney exemption certification.

**Parties not represented by an attorney.** Unrepresented litigants are exempt from e-filing, but may voluntarily participate in e-filing in this matter by:

- (a) registering as an authorized e-filing user in this matter with the NYSCEF site and entering case and contact information about the particular cause; and
- (b) recording his or her consent electronically in the manner provided at the NYSCEF

site; and

(c) serving and filing documents by electronic means as provided under these rules.

Note: An unrepresented litigant who has consented to participate voluntarily in e-filing in this matter may withdraw such consent at any time by filing and serving on all parties a notice of intent to cease e-filing (AD-EF-06).

**Important: Under 22 NYCRR 1245.5(c), upon the expiration of the 20 day registration and notice period, any party, other than persons exempt from e-filing, who fails to meet his or her obligation to register and enter information will be deemed served with any document electronically filed in this matter.**

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the matter was filed or visit [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented). Unrepresented litigants also are encouraged to visit [www.nycourthelp.gov](http://www.nycourthelp.gov).

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [efile@nycourts.gov](mailto:efile@nycourts.gov)).

Dated: \_\_\_\_\_

Name

Firm Name

Address

Phone

E-Mail

To: \_\_\_\_\_

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