



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
**FIRST JUDICIAL DISTRICT**  
**SUPREME COURT, CIVIL BRANCH**  
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**ANN T. PFAU**  
Chief Administrative Judge

**FERN A. FISHER**  
Deputy Chief Administrative Judge  
New York City Courts

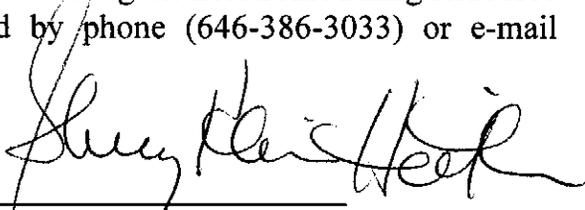
**SHERRY KLEIN HEITLER**  
Administrative Judge for Civil Matters  
First Judicial District

## ADMINISTRATIVE ORDER

As previously determined by Administrative Judge Jacqueline W. Silbermann (see Administrative Order dated July 16, 2007 (posted on the website of this court at [www.nycourts.gov/suptcmanh](http://www.nycourts.gov/suptcmanh))), it is in the interest of judicial efficiency and will lessen the burdens on the parties if all actions commenced by Verizon New York Inc. seeking to recover for damages alleged to have been caused by the defendants to Verizon's cables, poles and other equipment ("Verizon equipment damage cases") be assigned to a single General Assignment Part or, where the City of New York is a defendant, a single City Part. Therefore, pursuant to the authority vested in me as Administrative Judge, I hereby direct that all Verizon equipment damage cases commenced in this court be assigned by the relevant back office to the Honorable Saliann Scarpulla (Part 19) or, where the City of New York is a named defendant, to the Honorable Cynthia S. Kern (City Part 52). A copy of this Administrative Order shall be annexed to any Request for Judicial Intervention hereafter filed in any Verizon equipment damage case.

As found by Judge Silbermann, these cases are appropriate for electronic filing, which will benefit counsel and the clients, as well as the court and the County Clerk. Both Part 19 and Part 52 are electronic filing Parts. Counsel for the plaintiff is hereby directed to serve upon counsel for all defendants in these cases together with the RJ1 the attached summary of the electronic filing program. Counsel who do not have electronic filing IDs and Passwords or who are unfamiliar with the program may arrange for training (for which two CLE credits are awarded at no charge), obtain assistance in completing the necessary paperwork, and have their questions answered by contacting the Electronic Filing Resource Center (Room 119 M), which can be reached by phone (646-386-3033) or e-mail ([efile@courts.state.ny.us](mailto:efile@courts.state.ny.us)).

Dated: November 10, 2010

  
\_\_\_\_\_  
Hon. Sherry Klein Heitler  
Administrative Judge

# SUPREME COURT, CIVIL BRANCH NEW YORK COUNTY

## ELECTRONIC FILING

The Supreme Court, Civil Branch, New York County actively employs the New York State Courts Electronic Filing Program ("NYSCEF"). This program is available in the Supreme Court in 19 counties across the State, where it has been authorized in tort, commercial, and certain other cases, as well as in the Court of Claims and various Surrogate's Courts.

In this program, papers are submitted to the court and filed via computer. Electronic filing offers many benefits for clients and attorneys. Attorneys can commence actions or serve papers at any hour of the day or night, any day of the week. Once the case is commenced and jurisdiction is obtained, service is effectuated automatically through the e-filing system. Whenever a document is placed on the site, including by the court, all consenting parties receive instantaneous notice by e-mail. For example, when the court decides a motion, the attorneys are immediately notified and can obtain a copy of the decision from the electronic file. Documents can be filed with the court at any time. All attorneys on a case can have immediate access to the case file, including simultaneously, from any computer anywhere at any time of any day. An electronic docket makes working with the file easy and convenient and provides a useful history of proceedings in the case. Court fees can be paid by credit card using the system. Electronic filing renders unnecessary a great many trips to the courthouse.

Furthermore, the system is easy to learn and simple to use. Since it resembles the software in place in the Federal courts, many practitioners will have substantial familiarity with the program before they even begin to use it. In order to use the system, an attorney need only have common hardware and software.

Should a party seek to seal a file or papers pursuant to Part 216 of the Uniform Rules, the system has the capability of implementing the action directed by the court. The software also permits a filer to designate a document as "secure" when it contains certain information; the result of the designation is that only the parties to the case may view the secure document on-line, although the file remains open to the public at the courthouse (unless sealed pursuant to Part 216).

The Electronic Filing Resource Center of the court (Room 119 at the Courthouse, 60 Centre Street) provides training in and information about the electronic filing system. A regular two-hour training course is offered which provides two CLE credits at no charge. A Practice System is a part of the NYSCEF program and this permits users to gain experience with the workings of the software before using it in a real case. The Resource Center is available to assist attorneys as they make filings and whenever they have questions. In order to use the Practice System and the Live System, an attorney must obtain User IDs (one for each system), which, among other things, generate an electronic signature for purposes of Part 130 of the Rules of the Chief Administrator. The ID for the Live System can be used in a multiplicity of cases.

**For more information about electronic filing, to schedule training, or to request an ID, please contact the Resource Center at 646-386-3033 or by e-mail at [efile@courts.state.ny.us](mailto:efile@courts.state.ny.us).**

Dated: November 8, 2010