



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

**JOAN B. CAREY**  
Deputy Chief Administrative Judge  
New York City Courts

**JACQUELINE W. SILBERMANN**  
Administrative Judge  
First Judicial District  
Supreme Court, Civil Branch

October 21, 2008

Re: \_\_\_\_\_ v. \_\_\_\_\_,

Index No. \_\_\_\_\_

Electronic Filing - Part 12

Dear Counsel:

General Assignment Part 12, to which the case cited above is assigned, is an electronic filing Part. This means that, effective October 31, 2008, the Part participates in the New York State Courts Electronic Filing System ("NYSCEF"). In accordance with a Statement of the undersigned, all commercial and tort cases assigned to Part 12 shall presumptively be e-filed.

All commercial and tort cases that have not already been e-filed in which a Request for Judicial Intervention is filed on October 31, 2008 and thereafter and which are assigned to Part 12 should be e-filed from that point forward. If such a case has not been e-filed as of the filing of the RJI, the E-Filing Office of this court will convert the case to e-filed status. All commercial and tort cases that are already pending in Part 12 will be converted to e-filed status as well.

Counsel who do not have a NYSCEF ID and Password should **promptly** obtain one. This can be done easily, by completing a registration form, which is available in the "Forms" section of our website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile), and following the instructions for submission of the form contained therein. An ID and Password will be issued very soon after submission of this form.

**Enclosed is an E-Filing Consent Form. Please complete this and return it as soon as possible to the E-Filing Office in Room 119A at 60 Centre Street at [newyorkef@courts.state.ny.us](mailto:newyorkef@courts.state.ny.us).**

The NYSCEF system is quite similar to the Federal system. The NYSCEF website contains a *User's Manual* and *Frequently Asked Questions*, which explain how the system works. We present a training course weekly in our courthouse, with two CLE credits offered to attending counsel at no charge. To sign up for this course, please contact the E-Filing Office (646-386-3610 or [newyorkef@courts.state.ny.us](mailto:newyorkef@courts.state.ny.us)). Also, our court has promulgated a Protocol at our website (at

www.nycourts.gov/supctmanh (under "E-Filing")) that explains how customary courthouse procedures (e.g., regarding orders to show cause) are handled in e-filed cases. The E-Filing Rules (Uniform Rule § 202.5-b) can also be accessed there. The E-Filing Office will be glad to answer any questions or address any concerns you may have now or at any other time.

With NYSCEF, documents, including commencement papers, can be e-filed at any hour of any day from anywhere an internet connection is available. Service of interlocutory papers could hardly be easier. Sensitive documents can be filed in "secure" status, meaning that they can be viewed in NYSCEF only by counsel of record and self-represented parties who are participating in NYSCEF for that case. NYSCEF is free of charge: there is no charge to file documents (regular fees apart), consult the NYSCEF case docket, serve documents, or print documents from the docket.

Courtesy copies are not required in NYSCEF cases in Part 12.

You have the right not to participate in e-filing in any individual case. We hope, however, that you will cooperate with us as we strive to bring the court fully into the era of advanced technology and thereby to improve the service the court provides to the Bar, now and in the future. Should e-filing of this case present any concerns for you, please contact Part 12 to arrange a conference call or conference with all parties and the Justice presiding. Thank you.

Yours truly,



Hon. Jacqueline W. Silbermann  
Administrative Judge



Hon. Paul G. Feinman  
Justice Presiding, Part 12