

HON. ERIN P. GALL
E-FILING PART RULES
(February 1,2016)

E-Filing Rules and Protocol

All parties should familiarize themselves with the New York E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb which are available at www.nycourts.gov/efile) and the Oneida County E-Filing Protocol (www.nycourts.gov/courts/5jd/oneida/supremecounty/index.shtml). General questions about e-filing should be addressed to the E-Filing Resource Center at (646)386-3033 or efile@courts.state.ny.us

Specific questions relating to Judge Gall procedures should be addressed to her secretary, Cindy Roth at (315) 266-4297.

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders, proposed judgments, and ALL correspondence, must be electronically filed through NYSCEF.

Working Copies

This Part does not initially require working copies. On occasion, the Court may require the submission of “working copies” of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

If the Court desires a “working copy” of any papers, the Court will notify counsel/parties by e-mail of the request for a “working copy”.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Part Clerk, Terri Vecchio at (315)266-4250.

Motions

Copies of pleadings should not be attached as exhibits to moving papers. The Court will access any pleadings referred to in the moving papers through NYSCEF.