

HON. PATRICK F. MACRAE
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 MacRae procedures should be addressed to the Part Clerk Barbara Kennard, at (315) 266-4306.

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. Counsel are **strongly encouraged** to electronically file all documents in any consensual/voluntary e-filing cases.

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, Barbara Kennard at (315) 266-4306.

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.