

**HON. SPENCER LUDINGTON**  
**E-FILING PART RULES**  
(Revised January 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](http://www.nycourts.gov/efile)) and the Onondaga County E-Filing Protocol (available at [www.nycourts.gov/courts/5jd/onondaga/supremecounty/rules.shtml](http://www.nycourts.gov/courts/5jd/onondaga/supremecounty/rules.shtml)). General questions about e-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or [EFILE@nycourts.gov](mailto:EFILE@nycourts.gov).

Specific questions relating to Judge Ludington's procedures should be addressed to E. Scott Brown, Jr., at (315) 671-1040 or by e-mail to [esbrown@nycourts.gov](mailto:esbrown@nycourts.gov).

**Electronic Filing**

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

All correspondence directly addressed to the Court (and not merely copied to the Court) 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, E. Scott Brown, Jr., at (315) 671-1040 or by e-mail to [esbrown@nycourts.gov](mailto:esbrown@nycourts.gov).

**Motions**

With the exception of motions for summary judgment pursuant to CPLR 3212, 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.