

**HON. PATRICK F. MACRAE**  
**E-FILING PART RULES**

(Revised July 11, 2018)

**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 Oneida County E-Filing Protocol ([www.nycourts.gov/courts/5jd/oneida/supremecounty/index.shtml](http://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](mailto:efile@courts.state.ny.us).

Specific questions relating to Judge MacRae's 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.

If the Court desires a "working copy" of any papers, see Uniform Rule § 202.5-b(d)(4), the Court will notify counsel/parties through NYSCEF 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**

Documents that have been previously electronically filed in a case need not be electronically filed a second time in connection with a motion; however, reference to the document in the motion papers must be made by referring to the NYSCEF document number, i.e. "NYSCEF Doc. No. \_\_\_\_."