

SUFFOLK COUNTY SUPREME COURT
PROCEDURE FOR CONVERSION TO ELECTRONIC FILING

As a result of the Chief Administrative Judge's Order dated May 8, 2020 (AO/98/20), Suffolk County now has electronic filing for all matters filed in Supreme Court. During the period of consolidated court operations attorneys who wish to file documents, including new applications in pending matters, must do so electronically via the New York State Courts Electronic Filing System (NYSCEF). Unrepresented litigants may also e-file using NYSCEF, but are not required to do so. The former Electronic Document Delivery System (EDDS) may no longer be used to file new applications or other documents, except as specifically provided for herein.

"E-filing" is a convenient means of filing and serving legal documents electronically via NYSCEF. Electronic filing offers many benefits to attorneys, clients and unrepresented litigants in Supreme Court and other Courts. Attorneys can easily file and serve papers at any time from any place via the NYSCEF system. Multiple attorneys working on a case can view the file simultaneously and do so from different locations. Storage of papers is simplified, and expenses reduced. Fees can be paid on-line with a credit or bank card. The system provides immediate e-mail notice of all filings, including filing of all orders, judgments, and decisions, which will be available on-line. The system is easy to learn and simple to use. There is no fee for use of the system – whether for filing documents, accessing the e-docket, serving documents through NYSCEF, or printing documents from it, irrespective of the number of documents involved – though regular filing fees must of course be paid.

In order to file a new application or other document in an already pending matter the case must first be converted to e-filing. The process to convert a "hard-copy" case to electronic filing is easy and set forth below:

1. Cases originally commenced in hard copy form may be converted to electronic filing upon consent. A party seeking to file papers must endeavor to obtain the consent of the other party or parties. Upon consent, all parties must sign a *Stipulation and Consent to E-File* form (<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/stipulation.and.consent.pdf>).
2. The *Stipulation and Consent to E-File* form should be filed with the Office of the Suffolk County Clerk using the Electronic Document Delivery System (EDDS).
3. If consent cannot be obtained, a party may submit a letter to the Court requesting the case be converted to electronic filing. The request must include a statement of the efforts made to obtain consent set forth the filing(s) to be made. The letter request must be sent to the I.A.S. Judge's Court Part email and copied to all parties. In the event the case is unassigned then the request may be sent to: SuffolkSupremeCourt@nycourts.gov . Upon approval of such request the Court will issue an Order converting the case to electronic filing and forward such Order to the County Clerk.
4. Upon receipt and approval by the County Clerk of a *Stipulation and Consent to E-file* form or receipt of a Conversion Order from the Court, the County Clerk will convert the case to e-filing and notify the filer to upload any previously filed R.J.I. form and other necessary documents, and to notify all parties of the conversion.
5. Once a case is converted to e-filing, any and all documents must be e-filed; no hard copies will be accepted.