

**HON. DONALD A. GREENWOOD**  
**E-FILING RULES AS OF 05/01/2014**

**E-Filing Rules and Protocols**

All parties should familiarize themselves with the statewide E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb) and the Onondaga County E-Filing Protocol which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) . General questions about e-filing should be addressed to the E-Filing Resource Center at (646)386-3033 or [E-file@nycourts.gov](mailto:E-file@nycourts.gov). Specific questions relating to Justice Greenwood's requirements for e-filed cases should be addressed to Mary Thomason at (315) 671-1044.

**Electronic Filing**

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

**Working Copies**

Justice Greenwood requires working copies of any and all documents filed electronically. See Uniform Rule § 202.5-b(d)(4).

Hon. Donald A. Greenwood  
Onondaga County Courthouse - Room 410  
401 Montgomery St.  
Syracuse, NY 13202

All working copies submitted to this Part **must include a copy of the NYSCEF Confirmation Notice firmly fastened as the front cover page** of the submission and comply with other requirements set forth in the Onondaga County Protocol. Working copies without the Confirmation Notice will not be accepted.

Working copies are to delivered no later than the first business day following the electronic filing of the document on the NYSCEF site.

Working copies **DO NOT** need to be submitted to the Court on the initial e-filing of the Tax Petition. A copy of the petition is to be provided to the Court when appraisals are exchanged.

**Hard Copy Submissions**

The Court will reject any hard copy submissions in e-filed cases unless those submissions bear the Notice of Hard Copy Submission – E-Filed Case required by Uniform Rule § 202.5-b(d)(1). The form is available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

**Scheduling**

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Part Clerk, Mary Thomason, at (315) 671-1044.