

**HON. DEBORAH H. KARALUNAS  
E-FILING RULES AS OF 01/06/2014**

**E-Filing Rules and Protocols**

All parties should familiarize themselves with the statewide E-Filing Rules which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and the Onondaga County E-Filing Protocol which is available at [www.nycourts.gov/courts/5jd/onondaga/supremecounty/index.shtml](http://www.nycourts.gov/courts/5jd/onondaga/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 local procedures should be addressed to Terri Fox at (315)671-1037.

**Electronic Filing**

For every e-filed case, all submissions to the Court, including proposed orders, proposed judgments, and letters directly addressed to the Court, must be electronically filed through NYSCEF.

**Working Copies**

**Justice Karalunas requires working copies for all electronic submissions. Working copies shall be delivered to chambers:**

**Hon. Deborah H. Karalunas  
Onondaga County Courthouse - Room 401  
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 must be delivered no later than 10:00 a.m. on the first business day following the electronic filing of the document on the NYSCEF site.**

**Hard Copy Submissions**

We 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 Chambers at (315) 671-1106.