

**SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION : DEPARTMENT**

**STATEMENT OF AUTHORIZATION FOR  
ELECTRONIC FILING  
(Managing Attorney Authorizing Filing Agent)**

I, \_\_\_\_\_, Esq. ( Attorney Registration No. \_\_\_\_\_ ),  
am the managing attorney of/attorney in charge of e-filing for  
(the “Firm”). I hereby acknowledge and represent that the attorneys in the Firm who are  
authorized users of the NYSCEF system hereby authorize \_\_\_\_\_ or any  
employee of \_\_\_\_\_ who possesses a filing agent ID (“the filing agent”) to  
utilize his/her NYSCEF filing agent ID to file documents on their behalf and at their direction in  
any e-filed appellate cause or matter in which they are counsel of record through NYSCEF, as  
provided in Appellate Division E-Filing Rule 1245.3(e).

This authorization extends to any appeal or transferred matter in which these attorneys  
have entered electronically their initializing information, any original proceeding they have  
commenced by e-filing, or any cause or matter in which they have entered electronically  
information as a respondent or other party, as well as to any cause or matter in which they may  
authorize the filing agent to take such action, as provided in the Appellate Division E-Filing  
Rules.

This authorization extends to any and all documents these attorneys generate and  
submit to the filing agent for filing in any such cause or matter. This authorization shall be e-  
filed prior to or together with the first e-filing by the filing agent. As the principal authorized e-  
filers, each attorney understands that he or she retains full responsibility for any document e-  
filed by the filing agent.

This authorization also extends to matters of payment, which the filing agent may make  
in the manner provided by the Appellate Division.

This authorization regarding this filing agent shall continue until the Firm revokes the  
authorization in writing on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

AD-EF-03B  
(eff. 3/1/18)