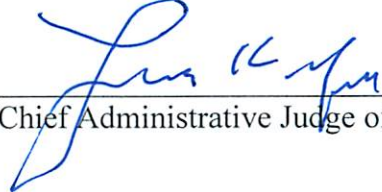


ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, I hereby prescribe the following forms (Exh. A) for use in electronic filing in New York Supreme Court through the New York State Courts Electronic Filing (NYSCEF) program, and repeal any prior versions of these forms, effective immediately:

- Notice of Electronic Filing (Consensual Case) (EF-3)
- Stipulation and Consent to E-Filing (EF-10)
- Letter Application to Convert Pending Action to E-filing (EF-28)
- Notice of Conversion to Electronic Filing (Converted Action to E-Filing (EF-28a)
- Notice of Electronic Filing (Mandatory Case) (EFM-1)

Attached as Exh. B is a list of the forms for use in NYSCEF filings in effect as of this date.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: October 28, 2020

AO/254/20

## **EXHIBIT A**

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF**

-----X

Plaintiff/Petitioner,  
- against - Index No.  
Defendant/Respondent.

-----X

**NOTICE OF ELECTRONIC FILING  
(Consensual Case)  
(Uniform Rule § 202.5-b)**

**You have received this Notice because:**

- 1) The Plaintiff/Petitioner, whose name is listed above, has filed this case using the New York State Courts E-filing system (“NYSCEF”), and
- 2) You are a Defendant/Respondent (a party) in this case.

● **If you are represented by an attorney:**

Give this Notice to your attorney. (Attorneys: see “Information for Attorneys” pg. 2).

● **If you are not represented by an attorney:**

**You will be served with all documents in paper and you must serve and file your documents in paper, unless you choose to participate in e-filing.**

**If you choose to participate in e-filing, you must have access to a computer and a scanner or other device to convert documents into electronic format, a connection to the internet, and an e-mail address to receive service of documents.**

The **benefits of participating in e-filing** include:

- serving and filing your documents electronically
- free access to view and print your e-filed documents
- limiting your number of trips to the courthouse
- paying any court fees on-line (credit card needed)

**To register for e-filing or for more information about how e-filing works:**

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented) or
- contact the Clerk’s Office or Help Center at the court where the case was filed. Court contact information can be found at [www.nycourts.gov](http://www.nycourts.gov)

To find legal information to help you represent yourself visit [www.nycourthelp.gov](http://www.nycourthelp.gov)

### Information for Attorneys

An attorney representing a party who is served with this notice must either consent or decline consent to electronic filing and service through NYSCEF for this case.

Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to [www.nycourts.gov/efile](http://www.nycourts.gov/efile)

Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov)).

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2/24/20

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_**

-----X

Plaintiff(s)/Petitioner(s),  
- against -

Index No. \_\_\_\_\_

**STIPULATION AND  
CONSENT TO E-FILING**

Defendant/Respondent(s).

-----X

We the undersigned, counsel in good standing representing parties in this matter, counsel admitted pro hac vice, and/or a self-represented party in this matter, hereby stipulate and consent to the use of the New York State Courts Electronic Filing System (“NYSCEF”) in this matter. We agree to be bound by the rules governing the NYSCEF System (Section 202.5-b of the Uniform Rules for the Trial Courts) and the procedures of the NYSCEF system as reflected in the *User’s Manual* approved by the Chief Administrator of the Courts and posted on the NYSCEF website.

Any of the undersigned who indicate below that they are not currently an authorized e-filing user in the NYSCEF System understand that they must first obtain a user ID and password before they may file any documents with NYSCEF and that they may do so by accessing the Create an Account button on the NYSCEF Login screen (<https://iapps.courts.state.ny.us/nyscef/Login>). They also understand that once they receive their credentials, their primary e-mail addresses, listed below, will be used for service of documents.

Dated: \_\_\_\_\_

Registered User: [ ] Yes [ ] No  
Attorney [ ] Pro Hac [ ] Pro Se [ ]

Registered User: [ ] Yes [ ] No  
Attorney [ ] Pro Hac [ ] Pro Se [ ]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Attorney for (Identity of Parties)

\_\_\_\_\_  
Attorney for (Identity of Parties)

\_\_\_\_\_  
UCS Attorney Registration #

\_\_\_\_\_  
UCS Attorney Registration #

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
E-Mail

(Primary)

(Primary)

\_\_\_\_\_  
2d E-Mail

\_\_\_\_\_  
2d E-Mail

(Optional)

(Optional)

\_\_\_\_\_  
3d E-Mail  
(Optional)

\_\_\_\_\_  
3d E-Mail  
(Optional)

-----

Registered User: [ ] Yes [ ] No  
Attorney [ ] Pro Hac [ ] Pro Se [ ]

Registered User: [ ] Yes [ ] No  
Attorney [ ] Pro Hac [ ] Pro Se [ ]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Attorney for (Identity of Parties)

\_\_\_\_\_  
Attorney for (Identity of Parties)

\_\_\_\_\_  
UCS Attorney Registration #  
\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
UCS Attorney Registration #  
\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail  
(Primary)

\_\_\_\_\_  
E-Mail  
(Primary)

\_\_\_\_\_  
2d E-Mail  
(Optional)

\_\_\_\_\_  
2d E-Mail  
(Optional)

\_\_\_\_\_  
3d E-Mail  
(Optional)

\_\_\_\_\_  
3d E-Mail  
(Optional)

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_**

-----X

Plaintiff(s)/Petitioner(s)

Index No. \_\_\_\_\_

- against -

Assigned Judge \_\_\_\_\_

Defendant/Respondent(s).

Letter Application to Convert  
Pending Action to E-Filing

-----X

I, \_\_\_\_\_, a party in this matter, counsel in good standing representing a party in this matter, and/or counsel admitted pro hac vice, hereby respectfully request that the Court authorize the use of the New York State Courts Electronic Filing System ("NYSCEF") in this case and direct the County Clerk to convert this matter to electronic form pursuant to 202.5-b(b)(2)(iv) of the Uniform Rules of the Trial Courts.

Pursuant to 202.5-b(b)(2)(iv), I have attached proof of service of this letter application to all parties. Upon receipt of notification of the conversion of this matter to electronic form by the County Clerk, I will serve all parties with a notice of conversion to e-filing form and will file proof of that service via NYSCEF.

Dated: \_\_\_\_\_

Attorney [ ] Pro Hac [ ] Party (unrepresented) [ ]

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Attorney Representing - (Identify Party): \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone#: \_\_\_\_\_

-----X  
**FOR COURT USE:**

[ ] application is **APPROVED**; and the County Clerk is directed to convert this matter to electronic form.

[ ] application is **NOT APPROVED**; \_\_\_\_\_ is directed to notify the applicant.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Hon.

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

Plaintiff/Petitioner,  
-against-

Index No. \_\_\_\_\_

Defendant/Respondent.

-----X

**NOTICE OF CONVERSION TO  
ELECTRONIC FILING  
(Converted Action to E-Filing)  
(Uniform Rule § 202.5-b(b)(2)(iv))**

**You have received this Notice because:**

- 1) The undersigned has made a letter application request pursuant to Uniform Rule §202.5-b(b)(2)(iv), to have this matter converted to electronic form using the New York State Courts E-filing system (“NYSCEF”).
- 2) The application has been approved.
- 3) The matter has been converted, and
- 4) You are a party in this case.

• **If you are represented by an attorney:**

Give this Notice to your attorney. (Attorneys: see Information for Attorneys pg. 2).

• **If you are not represented by an attorney:**

**You will be served with all documents in paper and you must serve and file your documents in paper, unless you choose to participate in e-filing.**

**If you choose to participate in e-filing, you must have access to a computer and a scanner or other device to convert documents into electronic format, a connection to the internet, and an e-mail address to receive service of documents.**

The **benefits of participating in e-filing** include:

- serving and filing your documents electronically
- free access to view and print your e-filed documents
- limiting your number of trips to the courthouse
- paying any court fees on-line (credit card needed)



**To register for e-filing or for more information about how e-filing works:**

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented), or
- contact the Clerk’s Office or Help Center at the court where the case was filed. Court contact information can be found at [www.nycourts.gov](http://www.nycourts.gov)

To find legal information to help you represent yourself visit [www.nycourthelp.gov](http://www.nycourthelp.gov).

---

Information for Attorneys:

**An attorney representing a party who is served with this notice must either:**

- 1) immediately record his or her representation within the e-filed matter on the NYSCEF site [www.nycourts.gov/efile](http://www.nycourts.gov/efile) ; or
- 2) if exempt from e-filing, file and serve appropriate notice as required by NYSCEF court rules.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov)).

Dated: \_\_\_\_\_

_____	Signature	_____	E-Mail
_____	Print Name	_____	Address
_____	Firm Name	_____	Phone

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

**NOTICE OF ELECTRONIC FILING  
(Mandatory Case)  
(Uniform Rule § 202.5-bb)**

**You have received this Notice because:**

- 1) The Plaintiff/Petitioner, whose name is listed above, has filed this case using the New York State Courts E-filing system (“NYSCEF”), and
- 2) You are a Defendant/Respondent (a party) in this case.

● **If you are represented by an attorney:**

Give this Notice to your attorney. (Attorneys: see “Information for Attorneys” pg. 2).

● **If you are not represented by an attorney:**

**You will be served with all documents in paper and you must serve and file your documents in paper, unless you choose to participate in e-filing.**

**If you choose to participate in e-filing, you must have access to a computer and a scanner or other device to convert documents into electronic format, a connection to the internet, and an e-mail address to receive service of documents.**

The **benefits of participating in e-filing** include:

- serving and filing your documents electronically
- free access to view and print your e-filed documents
- limiting your number of trips to the courthouse
- paying any court fees on-line (credit card needed)

**To register for e-filing or for more information about how e-filing works:**

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented) or
- contact the Clerk’s Office or Help Center at the court where the case was filed. Court contact information can be found at [www.nycourts.gov](http://www.nycourts.gov)

To find legal information to help you represent yourself visit [www.nycourthelp.gov](http://www.nycourthelp.gov)

**Information for Attorneys  
(E-filing is Mandatory for Attorneys)**

An attorney representing a party who is served with this notice must either:

- 1) immediately record his or her representation within the e-filed matter on the NYSCEF site [www.nycourts.gov/efile](http://www.nycourts.gov/efile) ; or
- 2) file the Notice of Opt-Out form with the clerk of the court where this action is pending and serve on all parties. Exemptions from mandatory e-filing are limited to attorneys who certify in good faith that they lack the computer hardware and/or scanner and/or internet connection or that they lack (along with all employees subject to their direction) the knowledge to operate such equipment. [Section 202.5-bb(e)]

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov)).

Dated: \_\_\_\_\_

Name	
Firm Name	Address
	Phone
	E-Mail

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2/24/20

## **EXHIBIT B**

Electronic Filing  
Forms Approved for Use  
October 2020

**Forms Approved for Use in Supreme Court**

Number	Name	Purpose/Description
EF-3	Notice of Electronic Filing (Consensual Case) (Uniform Rule § 202.5-b)	This form is to be served along with commencement documents in consensual cases.
EF-6	Notice of Intent to Cease E-Filing	This form is to be served and filed whenever a unrepresented party who has been participating in e-filing wishes to cease participation.
EF-7	Notification for Sealing in Electronically Filed Case	This is a form by which an attorney in an e-filing action may notify the County Clerk that a sealing order has been issued in an electronically filed case.
EF-8	Certification of Signature (Judge)	This form allows a judge to add their signature to an e-filed document, a procedure authorized by 22 NYCRR §202.5-b(e).
EF-9	Certification of Signature	This form allows an attorney or party to add their signature to an e-filed document, a procedure authorized by 22 NYCRR §202.5-b(e).
EF-10	Stipulation and Consent to E-Filing	A stipulation and consent to e-filing form pursuant to 202.5(b)(2)(iv) that must be completed and submitted via EDDS.
EF-12	Statement of Authorization for Electronic Filing (Single Attorney/Individual Filing Agent)	This form allows a single attorney to authorize an individual filing agent to file documents on the attorney's behalf in any e-filed matter in which the attorney is counsel of record, as authorized by 22 NYCRR §202. 5-b(d)(1)(i).
EF-13	Statement of Authorization for Electronic Filing (Managing Attorney/Individual Filing Agent)	This form allows a firm's managing attorney to authorize an individual filing agent to file documents on behalf of attorneys in the firm in any e-filed matter in which the attorneys are counsel of record, as authorized by 22 NYCRR §202. 5-b(d)(1)(i).
EF-14	Statement of Authorization for Electronic Filing (Single Attorney/Filing Agent Entity)	This form allows a single attorney to authorize any employee of a particular filing agent entity (e.g. a lawyer's filing service) to file documents on the attorney's behalf in any e-filed matter in which the attorney is counsel of record, as permitted by 22 NYCRR §202. 5-b(d)(1)(i).
EF-15	Statement of Authorization for Electronic Filing (Managing Attorney/Filing Agent Entity)	This form allows a firm's managing attorney to authorize any employee of a particular filing agent entity (e.g. a lawyer's service company) to file documents on behalf of attorneys in the firm in any e-filed matter in which the attorneys are counsel of record, as permitted by 22 NYCRR §202. 5-b(d)(1)(i).

EF-16	Revocation of Authorization Single Attorney	This form allows a single attorney to revoke an e-filing authorization given to an individual filing agent or to the employees of a particular filing agent entity.
EF-17	Revocation of Authorization Managing Attorney	This form allows a firm's managing attorney to revoke a e-filing authorization given on behalf of attorneys in the firm to an individual filing agent or to the employees of a particular filing agent entity.
EF-18	Authorization of Agent for Service	This form allows an attorney to designate an agent for service of e-filed documents.
EF-19	Revocation of Authorization Agent for Service	This form allows an attorney to revoke an authorization that designates an agent for service.
EF-20	Notice of Hard Copy Submission -E-filed Case	This form is to be filed in all cases and scenarios where an attorney or an unrepresented litigant who is participating in e-filing may submit hard copy documents in an e-filed case. Counsel who are exempt from e-filing must attach the form to all hard copy submissions. Participating counsel and participating unrepresented litigants must attach the form to any hard copy submissions that fall under one of the situations set forth on the form. <b>Please note: Unrepresented litigants who are not participating in e-filing are not required to attach this form to any documents submitted to court.</b>
EF-21	Notice of Hard Copy Exhibit Filing	This form is to be e-filed in place of an exhibit that does not lend itself to e-filing – which exhibit has either been filed with the County Clerk or is being retained by one of the parties/counsel to the action (see 22 NYCRR §202.5-b[d][7]).
EF-22	Notice to County Clerk – CPLR § 8019(c)	This form notifies the County Clerk whenever a court order directs the Clerk to take a certain action with respect to a case docket.
EF-23	Notice to County Clerk Amendment to Caption	This form notifies the County Clerk of amendments to a case caption pursuant to CPLR 1003.
EF-24	Notification of Confidentiality Issue or Error	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form provides notice to all parties in the case, as well as any non-party filers, of the filing error and of the intention to seek judicial relief to correct the filing.
EF-25	Request for Restricted Status	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form requests that the County Clerk place the document temporarily in "restricted" status. The form identifies the document, asks that it be placed in "restricted" status, and specifies that the party must file an application by order to show cause within 5 days of the request. It

		also specifies that the party filing the application will notify the County Clerk of any court order extending the restriction or sealing the document.
EF-26	Notification of Order Extending Restriction	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form notifies the County Clerk that a timely application by order to show cause has been made and therefore the time frame for the document's "restricted" status has been extended to a date certain or until further order of the court.
EF-27	Notice Terminating Limited Appearance and Participation in E-Filing	This form is to be used state-wide in residential foreclosure actions where a legal services organization represents a homeowner only through the end of the mandatory conference phase of the action.
EF-28	Letter Application to Convert Pending Action to E-Filing	This form is to be completed by any party requesting the Court to authorize the matter be converted to electronic form pursuant to Rule 202.5(b)(2)(iv). It must be submitted to the Court via EDDS with proof of service.
EF-28a	Notice of Conversion to E-Filing	This form is to be served on all other parties upon receipt of notification that the matter has been converted to electronic form.

**Forms Approved for Use in Supreme Court – Mandatory Case Types Only**

Number	Name	Purpose/Description
EFM-1	Notice of Electronic Filing (Mandatory Case) (Uniform Rule § 202.5-bb)	This form is to be served along with commencement documents in mandatory cases.
EFM-1A	Notice of Electronic Filing (Mandatory Commencement Case) (Uniform Rule § 202.5-bb (a)(2)(v) and (vi))	This form is to be served along with commencement documents in two case types authorized in several counties for mandatory commencement only (with subsequent documents to be electronically served and filed on consent).
EFM-2	Notice of Opt-Out	This form is to be filed by attorneys wherein one or more of the situations set forth on the form apply which would then permit opt out from e-filing in mandatory cases.
EFM-3	Notice of Hard Copy Submission – E-Filed Cases	See, EF-20.
EFM-4	Notice of Hard Copy Exhibit Filing	See, EF-21.
EFM-5	Notice of Intent to Cease E-Filing	See, EF-6.