

**HON. NORMAN I SIEGEL  
E-FILING RULES AS OF 02/01/2016**

**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 Oneida County E-Filing Protocol which is available at [www.nycourts.gov/courts/5jd/oneida/supremecounty/index.shtml](http://www.nycourts.gov/courts/5jd/oneida/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 Patricia Roberts (315)266-4370.

**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**

A Court may require the submission of “working copies” of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

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

**Hon. Norman I Siegel  
New York State Office Building  
207 Genesee St  
Utica, NY 13501**

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 Oneida County Protocol. Working copies without the Confirmation Notice will not be accepted. **Working copies are to be delivered no later than six (6) business days 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 the Court Clerk, Patricia Roberts at 315-266-4370.