

**QUEENS SUPREME COURT – CIVIL TERM
FILING OF ORDERS AND JUDGMENTS
IN NYSCEF AFTER JUDICIAL DECISIONS**

IN ORDER TO EXPEDITE THE PROCESSING OF ORDERS AND JUDGMENTS, WHEN FILING AN ORDER OR JUDGMENT AFTER A DECISION HAS BEEN ENTERED IN NYSCEF, PLEASE USE ONE OF THE FOLLOWING DOCUMENT TYPES ONLY:

- ORDER (PROPOSED) “SUBMIT ORDER” PER JUDGE’S DECISION;
- JUDGMENT (PROPOSED) “SUBMIT JUDGMENT” PER JUDGE’S DECISION;
- NOTICE OF SETTLEMENT WITH PROPOSED ORDER/COUNTER ORDER;
- NOTICE OF SETTLEMENT WITH PROPOSED JUDGMENT/COUNTER JUDGMENT;

A COPY OF THE PREVIOUSLY ISSUED MEMORANDUM DECISION **MUST** ACCOMPANY THE ORDER OR JUDGMENT.

A COPY OF THE TRANSCRIPT OF THE MINUTES **MUST** ACCOMPANY THE ORDER/JUDGMENT IF THE PROCEEDING TOOK PLACE ON THE RECORD.

ANY PREVIOUSLY FILED DOCUMENTS THAT DO NOT SATISFY THIS REQUIREMENT WILL DELAY PROCESSING.