

HON. ROBERT E. ANTONACCI II
E-FILING PART RULES
(Revised September 9, 2020)

E-Filing Rules and Protocol

All parties should familiarize themselves with the New York E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb which are available at www.nycourts.gov/efile) and the Onondaga County E-Filing Protocol (available at www.nycourts.gov/courts/5jd/onondaga/supremecounty/rules.shtml). General questions about e-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or EFILE@nycourts.gov.

Specific questions relating to Judge Antonacci's procedures should be addressed to E. Scott Brown, Jr., Esq., at (315) 728-7232 or by e-mail to esbrown@nycourts.gov.

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders and proposed judgments must be electronically filed through NYSCEF.

All correspondence directly addressed to the Court (and not merely copied to the Court) must be electronically filed through NYSCEF.

Notice of E-Filing Form to be Filed

A copy of the **Notice of E-Filing** form that was served with the initiating documents shall be filed in NYSCEF under Document Type "Proof of Service" at the time that the affidavit(s) of service for the same are filed.

Working Copies

Contested Matrimonials. This Part does not initially require working copies. On occasion, the Court may require the submission of "working copies" of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

If the Court desires a "working copy" of any papers, the Court will notify counsel/parties by e-mail of the request for a "working copy".

Uncontested Matrimonials. This Part does not initially require working copies. On occasion, the Court may require the submission of "working copies" of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

If the Court desires a "working copy" of any papers, the Court will notify counsel/parties by e-mail of the request for a "working copy".

All Other Civil Matters. This Part does not initially require working copies. On occasion, the Court may require the submission of “working copies” of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

If the Court desires a “working copy” of any papers, the Court will notify counsel/parties by e-mail of the request for a “working copy”.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Part Clerk, Sabrina G. Vinson-Denton, at (315) 728-7237 or by e-mail to sdenton@nycourts.gov.

Motions

With the exception of motions for summary judgment pursuant to CPLR 3212, copies of pleadings should not be attached as exhibits to moving papers.

In an e-filed action, a party that files papers in connection with any motion (including one for summary judgment pursuant to CPLR 3212) need not include copies of papers that were filed previously electronically with the court, but may make reference to them by the document numbers on the e-filing system.