

**HON. ROBERT E. ANTONACCI II**  
**E-FILING PART RULES**  
(Revised June 13, 2024)

**E-Filing Rules and Protocol**

All parties should familiarize themselves with the New York E-Filing Rules (22 NYCRR §§ 202.5-b and 202.5-bb which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile)) and the Onondaga County E-Filing Protocol (available at <https://ww2.nycourts.gov/courts/5jd/rules.shtml>). General questions about e-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or [EFILE@nycourts.gov](mailto:EFILE@nycourts.gov).

Specific questions relating to Judge Antonacci's procedures should be addressed to Kenneth H. Tyler, Jr., Esq., at (315) 671-1159 or by email at [khtyler@nycourts.gov](mailto:khtyler@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.

**Working Copies**

This Part does not initially require working copies. On occasion, the Court may require the submission of "working copies" of electronically filed documents. *See* 22 NYCRR § 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's Court Clerk, Colleen Sullivan, at (315) 671-1027 or by e-mail to [csulliv2@nycourts.gov](mailto:csulliv2@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, this Part waives the requirements of 22 NYCRR § 202-8a(a). 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 previously filed electronically through NYSCEF, but may make reference to them by their Document Number in NYSCEF.