




MEMORANDUM

May 21, 2025

To: All Interested Bar Associations and Persons

From: Hon. Joseph A. Zayas 

Re: **Implementation of Mandatory Electronic Filing in the NYC Surrogate's Courts – Bronx, Kings, Queens, and Richmond Counties**
=====

I am pleased to provide the Bar and other interested persons with an update on the progress of the New York State Courts' Electronic Filing System ("NYSCEF"). The implementation of a mandatory e-filing program in the Surrogate's Court of Bronx, Kings, Queens, and Richmond Counties has been proposed by the Chief Clerks of those Courts, following consultation with their Surrogates. The Deputy Chief Administrative Judge for the NYC Courts, Hon. Adam Silvera, is in support of this request. As a result of the proposed implementation of mandatory e-filing in the four NYC Surrogate's Courts, mandatory e-filing will be in place in 61 of the 62 Surrogate's Courts statewide, with New York County as the only exception.¹

The proposed implementation, if approved, will take effect on or about June 30, 2026. It will authorize mandatory e-filing in the NYC Surrogate's Courts (excluding New York County) for:

- Newly filed probate proceedings
- Newly filed administration proceedings
- Miscellaneous proceedings related to probate and administration matters
- Any additional proceedings the court may permit

Persons wishing to comment on this proposal should e-mail their submissions to efilingcomments@nycourts.gov no later than June 24, 2026. A page has been created on the Unified Court System's website - <https://www.nycourts.gov/rules/comment-mandatory-e-filing-programs-ny-state-courts> - to provide notice to the public of proposed new or expanded mandatory e-filing programs and for posting any public comments received on such proposals. Any person

¹ New York County Surrogate's Court will maintain its consensual e-filing program.

who wishes to comment but lacks access to a computer may forward comments by regular mail to:

Christopher Gibson
Director – Division of E-Filing
NYS Office of Court Administration
25 Beaver Street, Room 926
New York, NY 10004

The NYSCEF system is designed to be intuitive and easy to use; however, please be assured that the staff of the E-Filing Resource Center will continue to offer training sessions to ensure that all users have the support they need. Information on these virtual sessions will be available on the NYSCEF website: www.nycourts.gov/efile, or by contacting the Resource Center at NYSCEF@nycourts.gov. Attorneys, paralegals and interested filers may register on-line for upcoming sessions.

Please note that by legislation and statute all unrepresented parties are automatically exempt from participating in e-filing in any case. However, unrepresented parties may choose to e-file. Information on how to do so is available at <http://www.nycourts.gov/efile-unrepresented>. Attorneys who certify in good faith that they lack requisite hardware, electronic connection, or technical knowledge to participate in e-filing, may opt out of e-filing.

E-filing represents a significant and essential advancement for the courts, the legal profession, and all court users. We appreciate your attention to this notice, and we look forward to working closely with you as the program continues to progress throughout the state.

cc: Hon. Norman St. George, First Deputy Chief Administrative Judge
Hon. Adam Silvera, Deputy Chief Administrative Judge for the NYC Courts
Hon. Hilary Gingold
Hon. Rita Mella
Hon. Rosemarie Montalbano
Hon. Bernard J. Graham
Hon. Cassandra A. Johnson
Hon. Matthew J. Titone
Hon. Nelida Malave-Gonzalez
Justin Barry, Esq., Executive Director
David Nocenti, Esq., OCA Counsel
Gunwanti Singh, New York County Surrogate's Court Chief Clerk
Lisa Mathis, Kings County Surrogate's Court Chief Clerk
Janet Edwards Tucker, Queens County Surrogate's Court Chief Clerk
Ronald Cerrachio, Richmond County Surrogate's Court Chief Clerk
John J. Hughes, Bronx County Surrogate's Court Chief Clerk

Christopher Gibson, Director OCA E-File Division
Eric Washer, Chief of Staff to the Chief Administrative Judge
Melissa Krakowski, Special Counsel to Chief Administrative Judge
Mindy Jeng, Esq., OCA Administrative Counsel
Phyllis Mingione, Esq., OCA E-File Division
Meredith Jones, Esq., Special Counsel for Surrogate's Court