

**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, and upon consultation with the Administrative Board of the Courts, I hereby amend, effective immediately, section 202.5 of the Uniform Civil Rules for the Supreme and County Courts, to add a new subdivision (d) related to the filing of papers in civil actions and proceedings, to read as follows:

§202.5 Papers Filed in Court

* * *

(d)(1) In accordance with CPLR 2102(c), a County Clerk and a chief clerk of the Supreme Court or County Court, as appropriate, shall refuse to accept for filing papers filed in actions and proceedings only under the following circumstances or as otherwise provided by statute, Chief Administrator's rule or order of the court:

- (i) The paper does not have an index number;
- (ii) The summons, complaint, petition, or judgment sought to be filed with the County Clerk contains an "et al" or otherwise does not contain a full caption;
- (iii) The paper sought to be filed with the County Clerk is filed in the wrong court; or
- (iv) The paper is not signed in accordance with section 130-1.1-a of the Rules of the Chief Administrator.

The County Clerk shall require the payment of any applicable statutory fees,

or an order of the Court waiving payment of such fees, before accepting a paper for filing.

(2) A County Clerk or chief clerk shall signify a refusal to accept a paper by use of a stamp on the paper indicating the date of the refusal and by providing on the paper the reason for the refusal.

Chief Administrative Judge of the Courts

Dated:

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