

2023 New York Statewide Civil Legal Aid Technology Conference

1B Court Technology Roundup

Tuesday, April 18, 2023

3:30 PM – 4:20 PM

Live Virtual Presentation

CLE Credits: Practice Management

CLE Resources

[Family Court E-filing CLE Packet](#)

PRESENTERS

Moderator: Peter Nowacki, NYS Unified Courts Network/Systems Engineer

Speaker:

[Antonella Barbieri](#), Court Clerk Training Specialist, Office of Court Administration, NYSCEF Resource Center

Family Court E-filing CLE Packet

New York State Courts Electronic Filing



Family Court Pilot Program

NYSCEF Resource Center

nyscef@nycourts.gov

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New York State Courts Electronic Filing Program Highlights

NYSCEF is a web-based system

- Access 24/7
- Documents must be in PDF/A format
- Signatures either Scanned / Image / or Filed by Signatory
- Document Received after 5PM or on Saturday, Sunday or legal holiday will be considered filed at 9:00AM on the next business day.
- Participating parties have full remote access to all eFiled documents, unless restricted by court
- All case information and documents are NOT available to the public
- E-Filed documents are signed pursuant to Rule 130 Certifications
- Documents are reviewed and may be returned or removed by the Court Clerk after transmission
- Status and Notifications of all filings are sent to the parties via e-mail
- Service of documents on participating parties is simplified

Rules and Legislation

- CPLR 304-2101(g) & 2013(b)(7)
- CPLR 21a
- Uniform Rules 202.5b – Consensual Efiling Rules
- Uniform Rules 202.5bb – Mandatory Efiling Rules
- Administrative Order AO/188/22 – Pilot Program – Family Court

Equipment Needed

- Computer
- Internet access
- Web browser (Mozilla Firefox, Microsoft Edge, Safari 4+)
- Adobe Reader/Writer or similar PDF/A Software
- Scanner
- Printer

Contact Us

- Our website: www.nycourts.gov/efile
- Our e-mail address: nyscef@nycourts.gov
- Our phone number: 646.386.3033
- NY County Family Court eFiling Inquiries **ONLY**:
 - o Email: NYfam-efile@nycourts.gov
 - o Phone: 646.386.5040

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

Pursuant to the authority vested in me, and with the approval of the Administrative Board of the Courts, I hereby authorize a pilot program in the use of electronic means in family court for (1) the origination of certain proceedings in such court, and (2) the filing and service of papers in certain proceedings pending therein. The counties and classes of proceedings to which this pilot program shall apply are set forth in Appendix A attached hereto.

This pilot program shall be conducted in accordance with the following rules.

(a) Application.

(1) As provided in these rules, documents may be filed and served by electronic means in Family Court in such proceedings and in such counties as shall be authorized by order of the Chief Administrator of the Courts and only to the extent and in the manner provided in these rules.

(2) Definitions. For purposes of these rules:

(2.1) “electronic means” shall mean any method of transmission of information between computers or other machines, other than facsimile machines, designed for the purpose of sending and receiving such transmissions, and which allows the recipient to reproduce the information transmitted in a tangible medium of expression;

(2.2) “NYSCEF” shall mean the New York State Courts Electronic Filing System and the “NYSCEF site” shall mean the New York State Courts Electronic Filing System website located at www.nycourts.gov/efile

(2.3) “e-filing”, “electronic filing” and “electronically filing” shall mean the filing and service of documents in a proceeding by electronic means through the NYSCEF site;

(2.4) an “authorized e-filing user” shall mean a person who has registered to use e-filing pursuant to subdivision (c) of these rules;

(2.5) a “proceeding” shall mean each new petition or supplemental petition in which documents are to be filed and served;

(2.6) “hard copy,” where authorized, shall mean a document set forth in paper form;

(2.7) “working copy” shall mean a hard copy that is an exact copy of a document that has been electronically filed in accordance with these rules;

(2.8) “party” or “parties” to a proceeding shall include a party (petitioner/respondent) and counsel of record, attorney for the child, and an unrepresented litigant, or interested party or intervener as permitted by the court;

(2.9) “unrepresented litigant” shall mean a party to a proceeding who is not represented by counsel;

(2.10) “Participating party” shall mean a party who consents to e-filing pursuant to subdivisions (b)(3) and (b)(4) of these rules;

(2.11) “expedited processing” shall mean the expedited registration of an unrepresented party as an authorized e-filing user; and

(2.12) “Resource Center” shall mean the NYSCEF Resource Center, the e-filing help center available at 646-386-3033 or nyscef@nycourts.gov and through the NYSCEF site.

(b) Electronic Filing and Service: Proceedings in Family Court.

(1) Except as otherwise provided in these rules, the following shall apply to all proceedings in which electronic filing is authorized in the Family Court.

(2) Commencing a proceeding by filing a new petition or supplemental petition by electronic means; and initial service.

(2.1) Except as otherwise provided in subdivision (a) of these rules, a party may commence a proceeding in the Family Court (provided that e-filing has been authorized for both the county of filing and the designated case type pursuant to subdivision (a)(1) of these rules) by electronically filing with the court each new petition or supplemental petition through the NYSCEF site. A party who has commenced a proceeding by e-filing a new petition or supplemental petition is deemed to have consented to e-filing in that matter and shall be bound by the rules herein. An attorney commencing a proceeding is required to electronically file a notice of appearance.

(2.2) Upon receipt of a petition transmitted to the NYSCEF site, a notification of such receipt shall be electronically transmitted from the NYSCEF site to the person filing such document as confirmation. Upon the assignment of a

file and/or docket number, a second notification shall be transmitted by the NYSCEF site to the email service address of the filing party.

(3) Service of initiating documents: petition, summons, and related documents.

(3.1) Service of initiating documents cannot be made through the NYSCEF system. Initiating documents may be served pursuant to the Family Court Act, CPLR, or by any other applicable method authorized by law.

(3.2) A party who has commenced a proceeding electronically shall serve upon the other parties a notice of e-filing in a form approved by the Chief Administrator for each new petition, supplemental petition, and summons e-filed. Such notice of e-filing shall provide sufficient information in plain language explaining e-filing procedures and options. An attorney served with such a notice shall promptly electronically file his or her notice of appearance in the manner provided at the NYSCEF site or file with the court and serve on all parties of record a declination of consent. An unrepresented litigant is exempt from having to file and serve documents electronically in accordance with these rules and need not respond to the notice of e-filing described herein; except that he or she may choose to e-file by recording his or her consent to participate electronically by registering at the NYSCEF site provided the court has made available sufficient information in plain language which explains the e-filing procedures and options, including the option for expedited processing of their User ID.

(3.3) The document(s) served shall bear full signatures of all signatories.

(4) E-filing in a proceeding after commencement: subsequent filing and service of documents.

(4.1) After commencement of an e-filed proceeding in accordance with subdivision (b)(2) of these rules, subsequent documents may be electronically filed and served, but only by, and electronic service shall be made only upon, a party or parties who have recorded their consent in the manner provided at the NYSCEF site for each new petition or supplemental petition. A party's failure to record their consent to participation in electronic filing and service shall not bar any other party to the proceeding from filing documents electronically with the court or serving documents upon any other party who has recorded their consent to participate in e-filing. A party who has not recorded their consent to participate shall file with the court the document(s) in hard copy form or as permitted by the court and serve and be served with documents in hard copy or by any other applicable method authorized by law. When a participating party serves a document in hard copy or any other applicable method authorized by law on a non-participating party, the document served shall bear full signatures of all signatories and proof of such service shall be filed electronically.

(4.2) No party shall be compelled, directly or indirectly, to participate in e-filing pursuant to these rules. However, the recording of consent to participate in

e-filing shall bind the party to the filing and service provisions in these rules. When an unrepresented litigant chooses to participate in e-filing in accordance with these rules, he or she may at any time opt out of such participation by filing and serving a Notice of Intent to Cease (Stop) E-filing, in a form approved by the Chief Administrator.

(5) Service of Documents after commencement of an e-filed proceeding; e-mail address for service.

(5.1) In any proceeding subject to e-filing, all documents required to be filed with the court by an e-filing party shall be filed and served electronically, except as otherwise directed.

(5.2) The e-mail service address recorded at the time of registration is the e-mail address at which service of documents on that party shall be made through notification transmitted by the NYSCEF site. It is the responsibility of each filing user to monitor that address and promptly notify the Resource Center and the court in the event of a change in his or her e-mail service address.

(5.3) How service is made. A participating party causes service of a document to be made upon another participating party by filing the document electronically. Upon receipt of a document, (after commencement of an e-filed proceeding), the NYSCEF site shall automatically transmit electronic notification to all e-mail service addresses in such proceeding.

(5.3.1) Such notification shall provide the title of the document received, the date received, and the names of those appearing on the list of e-mail service addresses to whom that notification is being sent. Each party receiving the notification shall be responsible for accessing the NYSCEF site to obtain a copy of the document received.

(5.3.2) The electronic transmission of the notification shall constitute service of the document on the e-mail service addresses provided. Proof of such notification of service will be recorded on the NYSCEF site. If the filing party learns that the notification did not reach the address of the person to be served, the party should utilize other service methods permitted by the Family Court Act, CPLR, or by any other applicable method authorized by law and proof of that service shall be filed electronically.

(5.4) When an e-filing party serves a document in hard copy on a non-participating party, the document served shall bear full signatures of all signatories. Proof of such service shall be filed electronically.

(6) When documents are filed. Documents may be transmitted at any time of the day or night to the NYSCEF site. A document other than an order or judgment is filed when its electronic transmission is recorded at that site. Except that, documents that are

received after 5:00 P.M. or on a Saturday, Sunday, or on a legal holiday will be considered filed at 9:00 A.M. on the next business day.

(7) Attorneys: recording of consent and notice of appearance. An attorney who is served with a Notice of Electronic Filing shall promptly electronically file a notice of appearance and record his or her consent in each proceeding in the manner provided on the NYSCEF site.

(c) Authorized E-filing Users, Passwords and Registration.

(1) Registration required. Documents may be filed or served electronically only by a person who has registered as an authorized e-filing user or as otherwise provided in this subdivision.

(2) Registering as an authorized e-filing user.

(2.1) Who may register. An attorney admitted to practice in the State of New York may register as an authorized e-filing user of the NYSCEF site. An attorney admitted *pro hac vice* in a proceeding, an unrepresented litigant, or where permitted a represented party, may also register as an authorized e-filing user, but solely for purposes of such proceeding.

(2.2) How to register. Registration shall be made in a manner provided at the NYSCEF site and shall not be complete until the registering person has been approved as an e-filing user. An authorized e-filing user shall notify the court immediately of any change in the information provided upon registration.

(3) Identification and password. Upon approval of registration, an authorized e-filing user shall be issued a confidential User Identification Designation ("User ID") and a password by the Unified Court System ("UCS"). An authorized e-filing user shall maintain his or her User ID and password as confidential, except as provided in paragraph (4) of this subdivision. Upon learning of the compromise of the confidentiality of either the User ID or the password, an authorized e-filing user shall immediately notify the court. At its initiative or upon request, the UCS may at any time issue a new User ID or password to any authorized e-filing user.

(4) User ID and password: use by authorized person. An authorized e-filing user may authorize another person to file a document electronically on his or her behalf in a particular proceeding using the User ID and password of the user, but, in such event, the authorized e-filing user shall retain full responsibility for any document filed.

(d) Format of E-Filed Documents. All e- filed documents shall comply with the technical requirements set forth at the NYSCEF site.

(e) Termination/modification of e-filing procedures and conversion.

(1) The court may at any time order discontinuation of e-filing in such proceeding or modification of e-filing procedures therein in order to prevent prejudice and promote substantial justice.

(2) Conversion of pending proceedings. Where procedurally permitted, upon stipulation of the parties, the court may direct that a proceeding be converted to electronic form. The court may require the parties to e-file previously filed hard copy documents.

(f) Exception to E-filing: Notice of Hard Copy Submission. Where a proceeding is subject to e-filing, a document that is required to be filed and served electronically in accordance with these rules, may nevertheless be filed and served in hard copy by a participating party. Such document shall include, on a separate page firmly affixed thereto, a Notice of Hard Copy Submission, in a form approved by the Chief Administrator, that states one of the following reasons why the document is being filed in hard copy:

(1) in a consensual case, an attorney on behalf of his/her client, has filed a declination of consent to e-filing pursuant to subdivision (b)(3) of these rules; or

(2) when a party seeks expedited review of an application, the party may file and serve the application in hard copy upon providing within the notice of hard copy submission a showing of good cause stating the reason(s) the electronic filing of such application is impractical. The party shall file the application with the NYSCEF site within three business days after it is heard, or as otherwise directed by the court; or

(3) when a participating party is unable to file and serve a document electronically because of technical problems with his or her computer equipment or Internet connection, the party may file and serve the document in hard copy. The party shall file the document with the NYSCEF site within three business days of resolving the technical/internet issues, or as otherwise directed by the court; or

(4) if the NYSCEF site is subject to technical failure and e-filing is hindered by this failure pursuant to subdivision (l) of these rules, the filer shall file and serve the document in hard copy and file the document with the NYSCEF site within three business days of restoration of normal operations at the site, or as otherwise directed by the court; or

(5) when there is an application to restrict or limit access to a document from one or more parties the filer may submit this application in hard copy. The court may direct a party to e-file the application and all or part of any related document after review; or

(6) when a participating party is submitting a document for in camera review, the court may direct a party to e-file all or part of that document after review; or

(7) when a participating party filing an exhibit that cannot be e-filed because such exhibit is impractical to e-file, pursuant to subdivision (g) of these rules.

(g) Exhibits in Hard Copy. Notwithstanding any other provision of these rules and in accordance with court procedures, when it is impractical to electronically file an exhibit, (i.e., an oversized map, video/audio recording, or other object), the filing party must e-file a form approved by the Chief Administrator, *Notice of Hard Copy or Physical Evidence Exhibit Filing*, in its place.

(h) Signatures of Filing Parties.

(1) Signing of a document. An electronically filed document shall be considered to have been signed by, and shall be binding upon, the person identified as a signatory, if:

(1.1) it bears the physical signature of such person and is scanned into an electronic format that reproduces such signature; or

(1.2) the signatory has electronically affixed the digital image of his or her signature to the document; or

(1.3) it is electronically filed under the User ID and password of that person; or

(1.4) it otherwise bears the electronic signature of the signatory in a format conforming to such standards and requirements as may hereafter be established by the Chief Administrator.

(2) Compliance with Part 130. A document shall be considered to have been signed by an attorney or party in compliance with section 130-1.1-a of the Rules of the Chief Administrator (22 NYCRR §130-1.1-a) if it has been signed by such attorney or party as provided in paragraph (1) of this subdivision and it bears the signatory's name.

(i) Addition of Parties in a Pending E-Filed Proceeding. A party to be added in an e-filed proceeding shall be served with a copy of the petition, summons, and related documents in hard copy together with the notice of e-filing form, unless the court directs otherwise.

(j) Decisions, Orders, Judgments and Other Documents: signed by court.

(1) Any document that is sent to the court by a participating party seeking a judge's signature shall be transmitted electronically, unless otherwise directed by the court.

(2) Any document signed by the court shall be transmitted electronically to the NYSCEF site.

(k) Filing and Service of Orders and Judgments.

(1) Filing Orders and Judgments. In a proceeding subject to e-filing, the clerk of the court or his or her designee shall file orders and judgments of the court electronically.

The filed date is the date the Order or Judgment is signed by the court, unless otherwise indicated.

(2) Service of Orders and Judgments. Upon the uploading of an order and/or judgment, the NYSCEF system shall transmit to the e-mail service addresses a notification of receipt. Such notification shall not constitute service upon any party. An order and/or judgment shall be served pursuant to the Family Court Act, CPLR, or by any other applicable method authorized by law.

(l) Technical Failures. The NYSCEF site shall be considered to be subject to a technical failure on a given day if the site is unable to accept filings or provide access to filed documents continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon of that day. Notice of all such technical failures shall be provided on the site. When e-filing is hindered by a technical failure, a party may file with the appropriate clerk of the court and serve in hard copy. With the exception of deadlines that by law cannot be extended, the time for filing of any document that is delayed due to technical failure of the site shall be extended for one day for each day on which such failure occurs, unless otherwise ordered by the court. In the event an attorney or party shall file and serve documents in hard copy pursuant to this paragraph, each such document shall include the notice required by subdivision (f)(4) of these rules, and the filer shall file those documents with the NYSCEF site within three business days after restoration of normal operations at that site.

(m) Electronic Filing of Discovery Materials. In any proceeding subject to e-filing, parties and non-parties producing materials in response to discovery demands may enter into a stipulation, which shall be e-filed, authorizing the electronic filing of discovery responses and discovery materials to the degree and upon terms and conditions set forth in the stipulation. In the absence of such a stipulation, no party shall file electronically any such materials except in the form of excerpts, quotations, or selected exhibits from such materials as part of motion papers, pleadings, or other filings with the court.

(n) Official Record; Maintenance of Files; Sealing and Confidentiality; Working Copies.

(1) Official record. When a document has been filed electronically pursuant to these rules, the official record shall be the electronic recording of the document as stored by the court. The clerk of the court or his or her designee may scan and e-file documents that were filed in hard copy in a proceeding subject to e-filing or maintain those documents in hard copy form. The clerk of the court or his or her designee who maintains documents in hard copy or other form in a particular matter shall so indicate in the NYSCEF record.

(2) Maintenance/Correction. If an electronically filed document has been filed in error, the filer shall promptly notify the parties of the error, and request the court return or remove the document. The clerk of the court or his or her designee may remove or return the document or proceed as directed by the court.

(3) Sealing and confidentiality.

(3.1) Submissions pursuant to e-filing procedures are subject to the same sealing and confidentiality protections as paper documents.

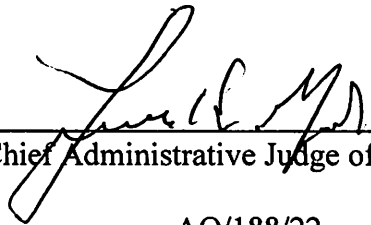
(3.2) No information or documents in a Family Court proceeding shall be available for public inspection on-line via NYSCEF.

(3.3) Personal contact information, other than that of an attorney, shall not be displayed to other parties on the NYSCEF site.

(3.4) Nothing in these rules shall affect or change any existing procedure governing a request or order for address confidentiality.

(4) Working copies. Parties participating in e-filing shall not be required to submit working copies of documents filed electronically.

This Order shall take effect August 10, 2022, and shall remain in effect until further order.



Chief Administrative Judge of the Courts

Dated: August 10, 2022

AO/188/22

APPENDIX A
AUTHORIZED E-Filing Matters
FAMILY COURT

<p><u>New York City</u></p> <p><u>Consensual/Voluntary:</u></p> <p>NYC Family Court: <u>Case Types</u> Custody/Visitation Guardianship Paternity Parentage – Assisted Reproduction Parentage – Surrogacy Support</p> <ul style="list-style-type: none">- Effective 8/10/22 New York County (Manhattan) <p><u>Mandatory: None</u></p>	
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Forms

All forms on this page will open in a new window.

All Courts

1. [Appellate Division](#)
2. [Appellate Division - 2nd Department ONLY](#)
3. [Appellate Division - 3rd Department ONLY](#)
4. [Court of Claims](#)
5. [Court Use Only](#)
6. [Family Court](#)

Family Court

Instructions

1. Select the link for the form you want to create. This will save the form in your download folder.
2. Go to your "Download" folder to open and complete the form.
3. Press the "Save as PDF" button located at the beginning or end of the form, then save a copy to your computer.
4. Upload the completed form to NYSCEF according to the NYSCEF instructions.

EF-FAM-1

[Notice of Electronic Filing](#)

A notice, with information on e-filing, to be served in hard copy along with commencement papers in a consensual case.

EF-FAM-2

[Notice of Intent to Cease \(Stop\) E-Filing](#)

A notice to be filed and served when unrepresented parties choose to remove themselves from e-filing on a case.

EF-FAM-3

[Notice of Hard Copy Submission - E-Filed Cases](#)

This form must be annexed to hard copy submissions in e-filed cases when and as permitted by local rules or protocols.

EF-FAM-4

[Notice of Hard Copy or Physical Exhibit Filing](#)

This form is to be completed and e-filed when authorized to submit exhibits that are impractical to e-file pursuant to Court Rule.

FAMILY COURT OF THE STATE OF NEW YORK
COUNTY OF

-----x

Petitioner,

File No. _____

- against -

Docket No. _____

Respondent.

-----x

**NOTICE OF ELECTRONIC FILING
(Consensual Case)**

You have received this Notice because:

- The Petitioner, whose name is listed above, has filed this case using the New York State Courts e-filing system, and
- You are a Respondent (a party) in this case.

If you are represented by an attorney: give this Notice to your attorney (Attorneys: see "Information for Attorneys" pg. 2).

If you are not represented by an attorney: you are not required to e-file. You may serve and file documents in paper form and you must be served with documents in paper form. However, as a party without an attorney, you may choose to e-file.

If you choose to E-File

You must have:

- computer with internet access and access to a printer
- an email address that you regularly check
- scanner or software to turn your court papers into a PDF

Benefits of E-Filing

You can:

- serve and file your documents electronically
- view your case file on-line
- limit your number of trips to the courthouse

There are no fees to file, view, or print your case records.

To sign up for e-filing or for more information about how e-filing works, you may:

- visit: www.nycourts.gov/efile-unrepresented or go to the Help Center or Clerk’s Office at the court where the case was filed.
- To find information about representing yourself visit: www.nycourts.gov/courthelp.

Information for Attorneys

An attorney representing a party who is served with this notice must either consent or decline consent to electronic filing and service through NYSCEF for this case.

Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to www.nycourts.gov/efile.

Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at www.nycourts.gov/efile or contact the NYSCEF Resource Center (phone: 646-386-3033); e-mail: (nyscef@nycourts.gov)

Dated: _____ (Signature)
 _____ (Printed Name)
 _____ (Firm Name – if applicable)
 _____ (Phone)
 _____ (E-Mail)

[] I am not required to provide any personal information, which would include my address and phone number pursuant to the Address Confidentiality Order previously granted in this case.

To: _____

FAMILY COURT OF THE STATE OF NEW YORK
COUNTY OF

-----X

Petitioner,

File No. _____

- against -

Docket No. _____

Respondent.

-----X

NOTICE OF INTENT TO CEASE (STOP) E-FILING IN THIS CASE

To the Parties in this Case and the Court:

1. I do not have an attorney. I am unrepresented.
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. Check the appropriate selection below and provide required information (if applicable):

I understand that the other parties may continue to e-file their court documents in this case, except that such parties MUST serve me with those documents in paper form at the below address.

Name: _____

Street address: _____

City: _____

State: _____

Zip code: _____

Phone number: _____

OR,

I understand that the other parties may continue to e-file their court documents in this case, except that, such parties MUST serve the designated agent as provided in the Address Confidentiality Order previously granted in this case. As such, I am not required to provide any personal information, which would include my address and phone number.

Dated: _____

Signed: _____

NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE
(This Form Must be Attached to Hard Copy Submissions in E-Filed Cases)

FAMILY COURT STATE OF NEW YORK
COUNTY OF

-----X

Petitioner,

File No. _____

- against -

Docket No. _____

Respondent.

-----X

When submitting an original hard copy document in an e-filed case, indicate the reason by checking the relevant box and signing below.

I am an attorney, and I am authorized to and have served on all other parties a declination of consent to e-filing.

I am submitting an application to be reviewed on an expedited basis. I submit, upon the showing of good cause, (provided below), that it is not practical to e-file such application. As required, I shall e-file the application with the NYSCEF site within 3 business days after it is heard unless otherwise directed by the Court.

(reason) _____

I am filing and serving a document in hard copy because of technical problems with my computer or internet connection. I shall, as required, e-file the document with the NYSCEF site within 3 business days after the technical issues are resolved unless otherwise directed by the Court.

I am filing and serving a document in hard copy because of a technical failure on the NYSCEF site as defined pursuant to paragraph (l) of the Family Court E-Filing Rules. I shall, as required, e-file the document within 3 business days after restoration of normal operations at the site.

I am submitting an application in hard copy to restrict or limit access to a document from one or more parties. I understand that after reviewing the application, the Court may direct me to e-file the application and all or part of the document.

I am submitting a document for in camera review. I understand that after reviewing the application, the Court may direct me to e-file the application and all or part of the document.

Dated: _____

_____ (Signature)

_____ (Print Name)

_____ (Firm Name)

_____ (Phone)

_____ (Address)

_____ (E-Mail)

I am not required to provide any personal information, which would include my address and phone number pursuant to the Address Confidentiality Order previously granted in this case.

**FAMILY COURT OF THE STATE OF NEW YORK
COUNTY OF**

-----X

Petitioner,

File No. _____

- against -

Docket No. _____

Respondent.

-----X

NOTICE OF HARD COPY OR PHYSICAL EXHIBIT FILING

Notice is hereby given that the exhibit described below cannot be e-filed pursuant to 205.7-c (g).

Brief Description (i.e., oversized map, video/audio recording, or other object):

Dated: _____

Name

Firm (if applicable)

Street Address

City, State, and Zip Code

Phone

E-Mail Address

[] I am not required to provide any personal information, which would include my address and phone number pursuant to the Address Confidentiality Order previously granted in this case.

Recording Consent

When filing a Petition, an attorney's consent will be recorded for all petitioners. For all other filings, an attorney must record consent before filing a document into a docket number.

To record consent into an existing NYSCEF docket number, click on "Consent/Represent" on the Family Court eFiling Menu:



Family Court E-filing

Use this page for filing documents into Family Court.

All e-filed documents must conform to the [NYSCEF Document Requirements](#).

New Cases

- **[File a Petition](#)**

This is for new petitions where a file number DOES NOT yet exist in NYSCEF.

Existing Cases

- **[File a Petition](#)**

This is for existing cases where a file number already exists in NYSCEF.

- **[File a Document](#)**

This is for existing cases where a petition has been e-filed, and a docket number already exists in NYSCEF.

- **[Consent/Represent](#)**






Filing a Notice of Appearance

Attorneys will be prompted to file a Notice of Appearance in each docket number.


Sample Screen of NYSCEF requiring the Notice of Appearance:

The screenshot shows a form with a pink background. At the top left is a red icon of a hand pointing to a document. To its right is the text: "A Notice of Appearance is required for every docket you file into. If you are filing into multiple dockets, this Notice of Appearance will be filed into the dockets that do not already have a notice of appearance on file." Below this is a "Document Type" dropdown menu with "NOTICE OF APPEARANCE" selected. To the right is an "Attach PDF" section with a "Browse..." button and the text "No file selected." The "Attach PDF" section also includes "(Max size 100 MB)" and an asterisk.

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Tue 8/16/2022 12:14 PM

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New York City Family Court - New York (Manhattan) Confirmation of Filing 08/16/2022

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

On 08/16/2022, the **NYSCEF Training System** received the documents listed below from Bea Mine . You will receive a second e-mail once the court has reviewed and processed the documents. Please keep this notice as a confirmation of this filing.

NOTE: Court rules require hard copy service upon any party who has not chosen to participate in e-filing, and upon attorneys who have opted-out or declined consent to e-filing.

Case Information

In the Matter of a Proceeding for: **Paternity**
Case Name: **Bea Mine - against - Mark Ateer**
e-filing Status: **Waiting for File/Docket Number**

Documents Submitted

Doc #	Document
1	INITIAL PETITION
2	PERSONAL INFORMATION FORM

E-mail Service Notifications Sent


Name	Email Address
Bea Mine	REDACTED

E-mail Service Notifications NOT Sent

Party	Attorney
Mark Ateer, Respondent	No Representation Recorded


NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

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Tue 8/16/2022 12:15 PM

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New York City Family Court - New York (Manhattan) Assignment of Training File & Docket Number 08/16/2022

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

On 08/16/2022, a file and docket number was assigned to the case listed below. Once the court prepares the Summons, you will receive a separate email with a copy of the Summons and instructions on how to serve it on the respondent.

Case Information

File #: **119**

Docket #: **P-119-22**

In the Matter of a Proceeding for: **Paternity**

Case Name: **Bea Mine - against - Mark Ateer**

Documents Submitted


Doc #	Document
1	INITIAL PETITION
2	PERSONAL INFORMATION FORM

E-mail Notifications Sent

Name	Email Address
Bea Mine	REDACTED


NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

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Tue 8/16/2022 12:18 PM

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New York City Family Court - New York (Manhattan) Confirmation of Filing 08/16/2022

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

On 08/16/2022, the **NYSCEF Training System** received the documents listed below from Family Attorney . You will receive a second e-mail once the court has reviewed and processed the documents. Please keep this notice as a confirmation of this filing.

NOTE: Court rules require hard copy service upon any party who has not chosen to participate in e-filing, and upon attorneys who have opted-out or declined consent to e-filing.

Case Information

File #: **119**

Docket #: **P-119-22**

In the Matter of a Proceeding for: **Paternity**

Case Name: **Bea Mine - against - Mark Ateer**

e-filing Status: **Full Participation Recorded**

Documents Submitted

Doc #	Document
3	ORDER OF DISMISSAL GF-16 PROPOSED
4	NOTICE OF APPEARANCE

E-mail Service Notifications Sent

Name	Email Address
Family Attorney	sample@sample.com
Bea Mine	REDACTED

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

Please be CAREFUL when clicking links or opening attachments.

Training NYSCEF Alert: New York - Paternity - P-119-22 (Bea Mine - against - Mark Ateer)



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To

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Tue 8/16/2022 12:16 PM

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New York City Family Court - New York (Manhattan)

Consent Added

08/16/2022

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

Consent Added

Family Attorney has recorded their consent for the parties listed below:

Mark Ateer

Case Information

File #: 119

Docket #: P-119-22

In the Matter of a Proceeding for: **Paternity**

Case Name: **Bea Mine - against - Mark Ateer**

Assigned Case Judge:

E-mail Service Notifications Sent

Name	Email Address
Family Attorney	: sample@sample.com
Bea Mine	REDACTED

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

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efile@nycourts.gov
To Antonella E. Barbieri

Reply Reply All Forward

Tue 8/16/2022 1:08 PM

New York City Family Court - New York (Manhattan) DOCUMENT RETURNED FOR CORRECTION 08/16/2022

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

The court has returned the documents listed below for correction.

Reason for Returning: The document you filed is not a proposed Order of Dismissal. Please file the correct document.

Instructions - DO NOT FILE A NEW DOCUMENT: To refile the documents, go to the Document List for this case and click the "Refile Document" link under each document.

Case Information

Index #: P-119-22

Caption: **Bea Mine - against - Mark Ateer**

eFiling Status: **Full Participation Recorded**

Assigned Case Judge: **No Judge Assigned**

Documents Returned on 08/16/2022 01:08 PM

Doc #	Document	Filed Date
3	ORDER OF DISMISSAL GF-16 PROPOSED	

E-mail Notifications Sent

Name	Email Address
Family Attorney	sample@sample.com
Bea Mine	REDACTED

Filing User

Family Attorney | 123 Main Street, Jamaica, NY 10234

NYSCEF Training System This email has been created for training purposes in the NYSCEF Training System.

Please be CAREFUL when clicking links or opening attachments.