



NEW YORK STATE UNIFIED COURT SYSTEM
SUFFOLK COUNTY SUPREME COURT
1 COURT STREET
RIVERHEAD, NY 11901

Conversion to E-Filing Protocol Guide

To convert a paper case to e-filing you must complete either the *Stipulation and Consent to E-Filing* [EF-10](#) form, or the *Letter Application to Convert Pending Action to E-Filing* [EF-28](#) form and upload to NYSCEF using the following steps:

1. **Log In** to NYSCEF select:
 - **Supreme Court**
 - At the bottom of the page select link “**Convert Paper Filings to E-Filing**”
 - Choose **Suffolk County** from the drop-down menu.
2. Choose the **Case Type** - this is the same as the nature of action or proceeding on the **R.J.I.**
3. **Add Parties** - **ALL** parties to the case are **Required**, as of the time of conversion. Use the “Add Another...” button for each additional party that must be entered.
(If all parties are not entered, the filing will be rejected)
4. **Upload Document** - The only documents that may be uploaded to the case is either the *Stipulation and Consent to E-Filing* [EF-10](#) form, or the *Letter Application to Convert Pending Action to E-Filing* [EF-28](#) form. Insert the **Index Number** in the “Additional Information” field. If available, include the payment receipt number for the Index Number and the manner of payment in that field as well. The proper redaction status of the uploaded document must be checked.
Additional documents may NOT be uploaded to the system until AFTER the County Clerk uploads the minutes and the applicant has been notified that the case has been converted.
5. The final screen requires acknowledgment of the same information prior to clicking “File Documents”.
6. When the conversion is complete, the County Clerk will upload the minutes of the hard copy case to NYSCEF. For additional information and filing requirements of the Suffolk County Clerk, please refer to the “[Suffolk County Clerk’s E-Filing Protocol](#)”.

In the event a conversion document is returned for correction, this filing WILL NOT appear under “My Cases”. The case must be searched by NAME. Once located, upload the corrected document using the “Re-file Document” link in the Document list.