



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
**FIRST JUDICIAL DISTRICT**  
**SUPREME COURT, CIVIL BRANCH**  
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**A. GAIL PRUDENTI**  
Chief Administrative Judge

**FERN A. FISHER**  
Deputy Chief Administrative Judge  
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**SHERRY KLEIN HEITLER**  
Administrative Judge for Civil Matters  
First Judicial District

## **NOTICE TO THE BAR - - EXPANSION OF MANDATORY E-FILING (EFF. FEB. 19, 2013)**

Pursuant to legislation enacted in 2012 (L. 2012, c. 184), the Chief Administrative Judge has issued an Administrative Order authorizing expanded electronic filing in Supreme Court, Civil Branch, New York County through the New York State Courts Electronic Filing System ("NYSCEF"). E-filing is mandatory in all cases commenced in the court on and after Feb. 19, 2013 (except for Art. 78, election law, matrimonial, and Mental Hygiene Law matters). Such cases must be commenced electronically and initiating documents will not be accepted in hard copy form. Personal jurisdiction shall be obtained by service of documents in hard copy form in the normal manner, except that the plaintiff/petitioner must also serve on the defendant/respondent a Notice of Commencement of Mandatory E-Filed Case (form available on the NYSCEF website ([www.nycourts.gov/efile](http://www.nycourts.gov/efile))). Subsequent documents must be e-filed as well.

Court fees are paid to the County Clerk by credit or bank card (Mastercard, Visa, or American Express) through NYSCEF. There are, however, no separate charges to use NYSCEF, file documents with it, serve documents through it, or print out hard copies from it.

Mandatory e-filing is governed by Uniform Rule 202.5-bb. The court has issued a *Protocol on Courthouse Procedures for Electronically Filed Cases* that explains how customary courthouse procedures, such as those regarding proposed orders to show cause, are applied in e-filed cases. The *Protocol* is posted on the court's website (on the "E-Filing" page at [www.nycourts.gov/courts/ljd/supctmanh/E-Filing.shtml](http://www.nycourts.gov/courts/ljd/supctmanh/E-Filing.shtml)).

A *User's Manual* and *FAQs* are posted on the NYSCEF website. The NYSCEF application includes a training utility. Live training is also available for attorneys and support staff who may feel the need for it. A two-hour training course is offered, with two CLE credits awarded to attorneys at no charge. The course is presented weekly at Supreme Court, Civil Branch, New York County at 60 Centre Street. Advance registration is required. For further information about training and to register for the course, go to the Training Resources tab on the NYSCEF website.

In nine Parts working copies of motion papers are not required except when specifically requested by the Justice in regard to a particular motion. The other Justices participating in the e-filing program, however, require that working copies of papers on all motions be submitted. For a listing of paperless Parts and other information, see the *Protocol*. Failure to submit working copies when required will delay the processing of motions and interfere with orderly procedures in the court. If any required working copy is missing on a motion returnable in Room 130, the motion will be placed on the three-day calendar to await submission of the working copy. If the copy is still not submitted, the motion file will be transmitted to the Justice assigned for such action as the Justice deems appropriate.

For additional information about e-filing in New York County, see the NYSCEF website or contact the New York County E-Filing Department, which can be reached at 646-386-3610 or [newyorkefile@nycourts.gov](mailto:newyorkefile@nycourts.gov).

May 7, 2013