

**HON. JAMES P. McCLUSKY**  
**E-Filing Part Rules**

E-Filing Rules and Protocol

All parties should familiarize themselves with the New York E-Filing Rules (Uniform Rules 202.5-bb which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and the Jefferson County E-Filing Protocol (available at [www.nycourts.gov/courts/5jd/jefferson/supremecounty/index.shtml](http://www.nycourts.gov/courts/5jd/jefferson/supremecounty/index.shtml)) General questions about-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or [Efile@nycourts.gov](mailto:Efile@nycourts.gov)

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders and proposed judgments must be electronically filed through NYSCEF.

All correspondence directly addressed to the Court ( and not merely copied to the Court) must be electronically filed through NYSCEF.

Working Copies

Working copies are not required unless requested by the Court. Should the Court desire a “working copy” of any papers, the Court will notify counsel/parties by e-mail.

Motions

In an e-filed action, a party that files papers in connection with any motion need not include copies of papers that were previously filed electronically with the Court but may refer to them by giving the docket numbers on the NYSCEF system.

June 13, 2023