

HON. BERNADETE T. CLARK, J.S.C.
E-FILING RULES AS OF 01/01/2024

E-Filing Rules and Protocols

All parties should familiarize themselves with the statewide E-Filing Rules which are available at www.nycourts.gov/efile and the Oneida County E-Filing Protocol which is available at www.nycourts.gov/5jd/oneida/supremecourt/index.shtml.

General questions about e-filing should be addressed to the E-Filing Resource Center at (646)386-3033 or efile@courts.state.ny.us. Specific questions relating to local procedures should be addressed to Mary Jane Roberts (315)266-4226.

Electronic Filing

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

Working Copies

A Court may require the submission of “working copies” of electronically filed documents. See Uniform Rules §202.5-b(d)(4).

Justice Clark requires working copies for all electronic submissions. Working copies shall be delivered to Chambers:

Hon. Bernadette T. Clark
Oneida County Courthouse – 2nd Floor Chambers
200 Elizabeth Street
Utica, NY 13501

All working copies submitted to this Part **must** include a copy of the **NYSCEF Confirmation Notice firmly fastened as the front cover page** of the submission and comply with other requirements set forth in the Oneida County Protocol. Working copies without the Confirmation Notice will not be accepted. **Working copies are to be delivered no later than 4:30 PM on the first business day following the electronic filing of the document on the NYSCEF site.**

Hard Copy Submissions

We will reject any hard copy submissions in e-filed cases unless those submissions bear the Notice of Hard Copy Submission – E-File Case required by Uniform Rule §202.5-b(d)(1). The form is available at www.nycourts.gov/efile.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Court Clerk, Mary Jane Roberts at (315)266-4226.