

HON. MICHAEL V. COCCOMA  
E-FILING RULES AS OF 8-15-2019

**E-Filing Rules and Protocols**

All parties should familiarize themselves with the statewide E-filing Rules which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

General questions about e-filing should be addressed to the E-Filing Resource Center at (646)386-3033 or [efile@courts.state.ny.us](mailto:efile@courts.state.ny.us).

**Electronic Filing**

For any e-filed cases, 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 Rule § 202.5-b(d)(4).

Justice Coccoma requires working copies for all electronic submissions. Working copies shall be delivered to chambers:

Hon. Michael V. Coccoma  
Otsego County Annex Building  
32 Chestnut Street  
Cooperstown, New York 13326

All working copies submitted to the Part must include a copy of the NYSCEF Confirmation Notice firmly fastened as the front cover page of the submission. 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-filed Case required by Uniform Rule § 202.5-b(d)(1). The form is available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

**Scheduling**

Counsel/parties should address questions about scheduling appearances or adjourning appearances to Dawn M. DeCocker (607) 322-3165 [ddecocke@nycourts.gov](mailto:ddecocke@nycourts.gov)  
and Elizabeth M. Dumas (607) 322-3164 [edumas@nycourts.gov](mailto:edumas@nycourts.gov)