

**HON. GREGORY R. GILBERT**  
**E-FILING PART RULES**  
(Revised December 12, 2018)

**E-Filing Rules and Protocol**

All parties should familiarize themselves with the New York E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb which are available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile)) and the Onondaga County E-Filing Protocol: [www.nycourts.gov/courts/5jd/onondaga/supremecounty/rules.shtml](http://www.nycourts.gov/courts/5jd/onondaga/supremecounty/rules.shtml)). General questions about e-filing should be addressed to the E-Filing Resource Center at (646) 386-3033 or [EFILE@nycourts.gov](mailto:EFILE@nycourts.gov) or <mailto:efile@courts.state.ny.us>.

Specific questions relating to Judge Gilbert's procedures should be addressed to Ted E. Smith, at (315) 671-1024 or by e-mail to [aesmith@nycourts.gov](mailto:aesmith@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**

This Part does not initially require working copies. On occasion, the Court may require the submission of "working copies" of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

If the Court desires a "working copy" of any papers, the Court will notify counsel/parties by e-mail of the request for a "working copy".

**Scheduling**

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Part Clerk, Ted E. Smith, at (315) 671-1024 or by e-mail to [aesmith@nycourts.gov](mailto:aesmith@nycourts.gov).

**Motions**

With the exception of motions for summary judgment pursuant to CPLR 3212, copies of pleadings should not be attached as exhibits to moving papers.

In an e-filed action, a party that files papers in connection with any motion (including one for summary judgment pursuant to CPLR 3212) need not include copies of papers that were filed previously electronically with the court, but may make reference to them, giving the docket numbers on the e-filing system.