

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) and the Onondaga County E-Filing Protocol (available at 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.

Specific questions relating to Judge Gilbert's procedures should be addressed to Sabrina Vinson-Denton, at (315) 671-1026 or by e-mail to sdenton@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, Sabrina Vinson-Denton, at (315) 671-1026 or by e-mail to sdenton@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.