

**HON. DONALD A. GREENWOOD**

Onondaga County Courthouse  
401 Montgomery Street, Room 410  
Syracuse, New York 13202

**E-FILING RULES**

(Revised August 13, 2020)

**E-Filing Rules and Protocols**

All parties should familiarize themselves with the statewide E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb) and the Onondaga County E-Filing Protocol 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). Specific questions relating to Justice Greenwood's requirements for e-filed cases should be addressed to Ted Smith at (315) 671-1024 or via e-mail at [aesmith@nycourts.gov](mailto:aesmith@nycourts.gov).

**Electronic Filing**

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

Exhibits are to be filed separately and separate from the Affidavit/Affirmation. Do not e-file Affidavits/Affirmations with attached exhibits as the same document.

**Working Copies**

Justice Greenwood does **NOT** require working copies, unless requested.

**Scheduling**

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