

**HON. JOSEPH E. LAMENDOLA**  
Onondaga County Courthouse  
401 Montgomery Street, Room 403  
Syracuse, New York 13202  
**E-FILING RULES**  
**(Revised January 10, 2023)**

**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 related to Justice Lamendola's requirements for e-filed cases should be addressed to Natalie Blumenthal at (315) 671-1098 or via e-mail at [NBLUMENT@nycourts.gov](mailto:NBLUMENT@nycourts.gov).

**Electronic Filing**

For any e-filed case, all submissions, including proposed orders, proposed judgments, and correspondence to the Court, 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.

Exhibits are to be filed separate from the Affidavit/Affirmation, not as the same document.

**Working Copies**

Justice Lamendola does not require working copies. However, on occasion, the Court may require the submission or "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 Judge's Secretary, Terri Cooper, at (315) 671-1196 or via e-mail at [tmcooper@nycourts.gov](mailto:tmcooper@nycourts.gov).

Pursuant to the Uniform Rules for Trial Courts, § 202.23 (d), Requests for adjournments shall be transmitted in writing to the court and to all parties, in such manner as the court may direct, so as to be received no later than 48 hours before the hearing and shall set forth whether the other parties consent to the adjournment

**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. The Court will access any pleadings referred to in the moving paper through NYSCEF.