

HON. GERARD J. NERI
Onondaga County Courthouse
401 Montgomery St.-Room 408A
Syracuse, NY 13202
E-FILING PART RULES
(Revised January 14, 2020)

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 www.nycourts.gov/courts/5jd/onondaga/supremecounty/index.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 Neri's procedures should be addressed to Theresa J. West at (315) 671-1042 or by e-mail tjwest@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

Justice Neri does **NOT** require working copies of any and all documents filed electronically in Onondaga County.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to the Clerk, Theresa J. West at (315) 671-1042 or by e-mail tjwest@nycourts.gov.

Motions

With the exception of motions for summary judgment pursuant to CPLR 3212, copies of pleadings should not be attached to moving papers, unless there is a reference to a specific pleading which should be identified and attached as an exhibit.