

BROOME COUNTY NEW YORK STATE COURTS ELECTRONIC FILING

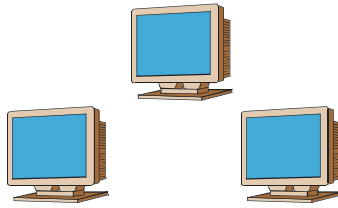


NYSCEF

Table of Contents

A.	Program Highlights	Page 1
B.	Create an Account	Page 2
C.	Administrative Order	Page 3 to 11
D.	Notice of Commencement of Action (Mandatory)	Page 12 to 13
E.	Notice Regarding Availability (Consensual)	Page 14 and 15
F.	Notice of Intent to Cease E-Filing	Page 16
G.	Notice of Opt Out	Page 17
H.	Notice of Hard Copy Submission	Page 18
I.	E-mail Notification	Page 19 and 20
J.	Confirmation Notice	Page 21
K.	Commonly Used Forms	Page 22
L.	Resource Center Contact Information	Page 23

NEW YORK STATE COURTS ELECTRONIC FILING Program Highlights



Legislative Changes:

CPLR Articles 3, 21, 21A,80

Court Rules 202.5-b, 202.5-bb, 206.5-aa, 207.4-a, 207.4-aa, 208.4-a

Basics:

- Web-Based System
 - Access 24/7
 - PDF/A Format
 - No Additional Fees
- Signatures = ID & Password
 - Service Simplified
 - SS # GBL 399ddd(6)
- Payment via Credit/Debit Card or at County Clerk/Court of Claims
 - Review by Court Clerk After Transmission
 - Notification of All Filings and Status via E-Mail
 - E-Filing Mandatory in Certain Counties

Equipment Needed:

- Computer
- Internet Access
- Web Browser
- Adobe Reader/Writer or Similar PDF/A Software
- Scanner

E-Filing Website: www.nycourts.gov/efile Resource Center: efile@nycourts.gov

Create Account

If you are an attorney admitted to practice in New York State

Click the link below to create an Attorney Online Services account, which will allow you to sign into both the NYSCEF and Online Attorney Registration systems.

[Create Attorney Online Services Account](#)

NOTE: If you already have an Attorney Online Services account (created for Attorney Registration), you can now [log into NYSCEF](#) using that registration number and password.

If you are representing yourself without an attorney

Click the link below to create an account for a Self Represented person.

[Create NYSCEF Account](#)

If you are NOT an attorney admitted to practice in New York State

Click the link below to create an account for an attorney admitted Pro Hac Vice or an Authorized Agent.

[Create NYSCEF Account](#)

SCAR and Tax Certiorari Bulk Filing

To obtain an account for bulk filings of Tax Certiorari or SCAR proceedings, contact the [NYSCEF Resource Center](#)

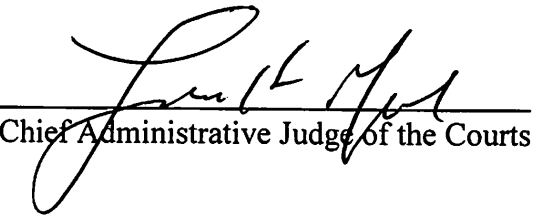
NYSCEF Training Site

NYSCEF has a training system, which mimics the live system. This training system allows you to practice in the NYSCEF application, performing all tasks that are available in the live system. A separate user name and password must be created for this site.

[Create a Training Account](#)

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and in consultation with the Presiding Justices of the Appellate Divisions, upon notice by the Presiding Judge of the Court of Claims, and, as appropriate, in consultation with or with the approval of County Clerks, I hereby establish, continue, or give notice of, programs for the voluntary and mandatory use of electronic means for the filing and service of documents ("e-filing") in the manner authorized pursuant to L. 1999, c. 367, as amended by L. 2009, c. 416, L. 2010, c. 528, L. 2011, c. 543, L. 2012, c. 184, L. 2013, c. 113, and L. 2015, c. 237 in the counties, courts, and cases in effect as of the date of this Order or upon the effective dates set forth in Appendix A (e-filing matters) attached hereto. Such programs shall be subject to sections 202.5-b, 202.5-bb, 206.5, 206.5-aa, 207.4-a, 207.4-aa, and 208.4-a of the Uniform Rules for the New York State Trial Courts. This Order is effective July 1, 2016, and supersedes AO/79/16.



Chief Administrative Judge of the Courts

Dated: July 1, 2016

AO/151/16

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Albany	<u>Consensual/Voluntary:</u> • all actions except – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – actions authorized for mandatory program listed below <u>Mandatory:</u> • tax certiorari (excluding RPTL §730 proceedings)
Bronx	<u>Consensual/Voluntary:</u> • commercial, contract, tort (except for medical, dental, and podiatric malpractice actions, which are mandatory) • tax certiorari (including RPTL §730 proceedings) • foreclosure actions addressing real property and mechanics liens • workers' compensation applications for judgment <u>Mandatory:</u> • medical, dental, and podiatric malpractice actions

Broome	<u>Consensual/Voluntary:</u> • commercial, contract, tort • tax certiorari (excluding RPTL §730 proceedings) • foreclosure actions addressing real property and mechanics liens • workers' compensation applications for judgment • CPLR Art. 75 proceedings • CPLR Art. 78 proceedings • matrimonial (See Appendix B relating to matrimonial filings.) • Mental Hygiene Law matters <u>Mandatory:</u> None
Cortland	<u>Consensual/Voluntary:</u> • all actions except – Mental Hygiene Law matters (See Appendix B relating to matrimonial filings.) <u>Mandatory:</u> None

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Dutchess	<u>Consensual/Voluntary:</u> • CPLR Art. 70 proceedings • CPLR Art. 78 proceedings • matrimonial matters (See Appendix B relating to matrimonial filings.) • consumer credit transactions as defined in CPLR 105(f) • residential foreclosures as defined in RPAPL § 1304 <u>Mandatory:</u> • all actions except – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – consumer credit transactions as defined in CPLR 105(f) – residential foreclosures as defined in RPAPL § 1304	Essex	<u>Consensual/Voluntary:</u> None <u>Mandatory:</u> • tax certiorari (excluding RPTL §730 proceedings) • eminent domain matters • foreclosure actions involving real property (but <u>excluding</u> mechanics liens and in rem tax foreclosure)
Erie	<u>Consensual/Voluntary:</u> • CPLR Art. 70 proceedings • CPLR Art. 78 proceedings • RPTL § 730 proceedings <u>Mandatory:</u> • all actions except – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – in rem tax foreclosures – matrimonial matters – Mental Hygiene Law matters – RPTL §730 proceedings	Kings	<u>Consensual/Voluntary:</u> • all actions except – CPLR Art. 70 proceedings – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications – sale or finance of religious/not for profit property – actions authorized for mandatory program listed below <u>Mandatory:</u> • Commercial Division matters (commercial cases as defined in 22 NYCRR §§202.70(a), (b), and (c)) • tort
		Livingston	<u>Consensual/Voluntary:</u> • all actions except – Mental Hygiene Law matters (See Appendix B relating to matrimonial filings.) <u>Mandatory:</u> None

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Nassau	<u>Consensual/Voluntary:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – residential mortgage foreclosures as defined in RPAPL § 1304 – actions authorized for mandatory program listed below <u>Mandatory:</u> • commercial matters (without regard to the amount in controversy) • civil forfeitures • in rem tax foreclosures • tax certiorari (including RPTL § 730 proceedings)	Niagara	<u>Consensual/Voluntary:</u> • CPLR Art. 70 proceedings • CPLR Art. 78 proceedings • in rem tax foreclosures • RPTL §730 proceedings • consumer credit transactions as defined in CPLR 105(f) • residential foreclosures as defined in RPAPL § 1304 <u>Mandatory:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – in rem tax foreclosures – RPTL § 730 proceedings – consumer credit transactions as defined in CPLR 105(f) – residential foreclosures as defined in RPAPL § 1304
New York	<u>Consensual/Voluntary:</u> • CPLR Art. 70 proceedings (effective July 13, 2016)* • CPLR Art. 78 proceedings (effective July 13, 2016)* <u>Mandatory:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters		

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Oneida	<u>Consensual/Voluntary:</u> • consumer credit transactions as defined in CPLR 105(f) • residential foreclosures as defined in RPAPL § 1304 <u>Mandatory:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications – RPTL § 730 proceedings – consumer credit transactions as defined in CPLR 105(f) – residential foreclosures as defined in RPAPL § 1304
Onondaga	<u>Consensual/Voluntary:</u> • CPLR Art. 78 proceedings • name change applications • non-residential foreclosures, including in rem tax foreclosures, commercial foreclosures, and mechanics lien matters <u>Mandatory:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – emergency medical treatment applications – foreclosure actions addressing real property and mechanics liens – matrimonial matters – Mental Hygiene Law matters – name change applications – RPTL § 730 proceedings
Ontario	<u>Consensual/Voluntary:</u> • all actions <u>except</u> – Mental Hygiene Law matters (See Appendix B relating to matrimonial filings.) <u>Mandatory:</u> None

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Orange	<u>Consensual/Voluntary:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – RPTL § 730 proceedings <u>Mandatory:</u> None	Richmond	<u>Consensual/Voluntary:</u> • commercial, contract, tort • tax certiorari (including RPTL §730 proceedings) • foreclosure actions addressing real property and mechanics liens • workers' compensation applications for judgment <u>Mandatory:</u> None
Queens	<u>Consensual/Voluntary:</u> • commercial (until July 13, 2016)*, contract, tort (except for medical, dental, and podiatric malpractice actions, which are mandatory) • tax certiorari (including RPTL §730 proceedings) • workers' compensation applications for judgment <u>Mandatory:</u> • commercial (effective July 13, 2016)* • medical, dental, and podiatric malpractice actions • foreclosure actions (including commercial foreclosures) addressing real property and mechanics liens	Rockland	<u>Consensual/Voluntary:</u> • CPLR Art. 70 proceedings • CPLR Art. 78 proceedings • matrimonial matters (See AO/366/13 and Appendix B relating to matrimonial filings.) <u>Mandatory:</u> • all actions <u>except</u> – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX A
E-FILING MATTERS
(commenced on or after July 1, 2016,* unless otherwise indicated)
SUPREME COURT

Suffolk	<u>Consensual/Voluntary:</u> • tort (except for medical, dental, and podiatric malpractice actions, which are mandatory) <u>Mandatory:</u> • all actions except – CPLR Art. 70 proceedings – CPLR Art. 75 proceedings – CPLR Art. 78 proceedings – civil forfeiture actions – consumer credit transactions as defined in CPLR 105(f) (except initial filing of commencement papers by a represented party, which is mandatory) – Election Law proceedings – emergency medical treatment applications – matrimonial matters – Mental Hygiene Law matters – name change applications – other special proceedings – tort actions (except medical, dental, and podiatric malpractice actions, which are mandatory)	Westchester	<u>Consensual/Voluntary:</u> • matrimonial matters (See AO/139/13 and Appendix B relating to matrimonial filings.) • CPLR Art. 70 proceedings • CPLR Art. 78 proceedings • name change applications <u>Mandatory:</u> • all actions except – CPLR Art. 70 proceedings – CPLR Art. 78 proceedings – Election Law proceedings – matrimonial matters – Mental Hygiene Law matters – name change applications
Tompkins	<u>Consensual/Voluntary:</u> • all actions except – Mental Hygiene Law matters (See Appendix B relating to matrimonial filings.) <u>Mandatory:</u> None		

* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

**APPENDIX A
E-FILING MATTERS**

(commenced on or after July 1, 2016,* unless otherwise indicated)

SURROGATE'S COURT

Allegany Cattaraugus Cortland Genesee Niagara Orleans Queens Tompkins Westchester Wyoming	<u>Consensual/Voluntary:</u> • probate and administration proceedings • miscellaneous proceedings relating thereto • such other types of proceedings as the court may permit <u>Mandatory:</u> None
Cayuga Chautauqua Erie Livingston Monroe Ontario Seneca Steuben Wayne Yates Oneida (effective July 13, 2016)*	<u>Consensual/Voluntary:</u> • such types of proceedings as the court may permit <u>Mandatory:</u> • probate and administration proceedings • miscellaneous proceedings relating thereto

COURT OF CLAIMS

New York District (Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk)	<u>Consensual/Voluntary:</u> • claims for personal injury or property damage <u>Mandatory:</u> None
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CIVIL COURT

New York City	<u>Consensual/Voluntary:</u> • actions brought by a provider of health services specified in Insurance Law §5102(a)(1) against an insurer for failure to comply with rules and regulations promulgated by the Superintendent pursuant to Insurance Law §5108(b) <u>Mandatory:</u> None
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COURT OF CLAIMS

Albany District (Albany, Clinton, Columbia, Essex, Franklin, Greene, Rensselaer, Saratoga, Schenectady, Ulster, Warren, Washington)	<u>Consensual/Voluntary:</u> • claims for personal injury or property damage <u>Mandatory:</u> None
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* For cases commenced prior to July 1, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, and AO/79/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 (www.nycourts.gov/efile).

APPENDIX B

Rules Governing the Consensual Electronic Filing of Matrimonial Actions in Supreme Court

(a) Application

(1) On consent, documents may be filed and served by electronic means in matrimonial actions in the Supreme Court of authorized counties subject to the conditions set forth below. Except as otherwise required by this order/appendix, the provisions of 22 NYCRR § 202.5-b shall apply.

(2) For purposes of this order/appendix:

(i) "Matrimonial actions" shall mean those actions set forth in CPLR § 105(p) and DRL § 236 wherein:

(A) the action is contested, and addresses issues including, but not limited to, alimony, counsel fees, pendente lite, maintenance, custody and visitation, child support or the equitable distribution of property; or

(B) the action is uncontested; or

(C) the action is a post-judgment application that either (1) addresses an underlying matrimonial action that was commenced electronically, or (2) is electronically initiated with the purchase of a new index number.

(ii) A "party" or "parties" shall mean the party or parties to the action or counsel thereto (as set forth in 22 NYCRR § 202.5-b(a)(2)(viii)) and the attorney(s) for the minor child(ren).

(3) No paper or document filed by electronic means in a matrimonial action shall be available for public inspection on-line or at any computer terminal in the courthouse or the office of the County Clerk.

(4) Nothing in this section shall be construed to abrogate existing personal service requirements as set forth in the domestic relations law, family court act or civil practice law and rules.

(5) Unless otherwise directed by the court, forensic evaluation reports in custody, visitation and other matters concerning children shall not be filed electronically.

(6) Service of the initiating documents in post-judgment applications subject to consensual e-filing must be effectuated in hard copy and accompanied by a notice regarding availability of electronic filing in post-judgment matrimonial proceedings on a form to be approved by the Chief Administrator. Proof of hard copy service shall be filed by electronic means.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

- against -

Index No. _____

Defendant/Respondent.

-----X

**NOTICE OF COMMENCEMENT OF ACTION
SUBJECT TO MANDATORY ELECTRONIC FILING**

PLEASE TAKE NOTICE that the matter captioned above has been commenced as an electronically filed case in the New York State Courts Electronic Filing System ("NYSCEF") as required by CPLR § 2111 and Uniform Rule § 202.5-bb (mandatory electronic filing). This notice is being served as required by that rule.

NYSCEF is designed for the electronic filing of documents with the County Clerk and the court and for the electronic service of those documents, court documents, and court notices upon counsel and unrepresented litigants who have consented to electronic filing.

Electronic filing offers significant benefits for attorneys and litigants, permitting papers to be filed with the County Clerk and the court and served on other parties simply, conveniently, and quickly. NYSCEF case documents are filed with the County Clerk and the court by filing on the NYSCEF Website, which can be done at any time of the day or night on any day of the week. The documents are served automatically on all consenting e-filers as soon as the document is uploaded to the website, which sends out an immediate email notification of the filing.

The NYSCEF System charges no fees for filing, serving, or viewing the electronic case record, nor does it charge any fees to print any filed documents. Normal filing fees must be paid, but this can be done on-line.

Parties represented by an attorney: An attorney representing a party who is served with this notice must either: 1) immediately record his or her representation within the e-filed matter on the NYSCEF site; or 2) file the Notice of Opt-Out form with the clerk of the court where this action is pending. Exemptions from mandatory e-filing are limited to attorneys who certify in good faith that they lack the computer hardware and/or scanner and/or internet connection or that they lack (along with all employees subject to their direction) the operational knowledge to comply with e-filing requirements. [Section 202.5-bb(e)]

Parties not represented by an attorney: Unrepresented litigants are exempt from e-filing. They can serve and file documents in paper form and must be served with documents in paper form. However, an unrepresented litigant may participate in e-filing.

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the action was filed or visit www.nycourts.gov/efile-unrepresented. Unrepresented litigants also are encouraged to visit www.nycourthelp.gov or contact the Help Center in the court where the action was filed. An unrepresented litigant who consents to e-filing may cease participation at any time. However, the other parties may continue to e-file their court documents in the case.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at www.nycourts.gov/efile or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: efile@nycourts.gov).

Dated: _____

Signature

Address

Name

Firm Name

Phone

E-Mail

To: _____

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

- against -

Index No. _____

Defendant/Respondent.

-----X

**NOTICE REGARDING AVAILABILITY OF ELECTRONIC FILING
SUPREME COURT CASES**

PLEASE TAKE NOTICE that the matter captioned above has been commenced as an electronically filed case in the New York State Courts Electronic Filing System ("NYSCEF") as allowed by CPLR § 2111 and Uniform Rule § 202.5-b (consensual electronic filing). This notice is being served as required by that rule.

NYSCEF is designed for the electronic filing of documents with the County Clerk and the court and for the electronic service of those documents, court documents, and court notices upon counsel and unrepresented litigants who have consented to electronic filing.

Electronic filing offers significant benefits for attorneys and litigants, permitting papers to be filed with the County Clerk and the court and served on other parties simply, conveniently, and quickly. NYSCEF case documents are filed with the County Clerk and the court by filing on the NYSCEF Website, which can be done at any time of the day or night on any day of the week. The documents are served automatically on all consenting e-filers as soon as the document is uploaded to the website, which sends out an immediate email notification of the filing.

The NYSCEF System charges no fees for filing, serving, or viewing the electronic case record, nor does it charge any fees to print any filed documents. Normal filing fees must be paid, but this can be done on-line.

1) Parties represented by an attorney: An attorney representing a party who is served with this Notice must promptly either consent or decline consent to electronic filing and service through NYSCEF for this case. Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to www.nycourts.gov/efile. Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

2) Parties not represented by an attorney: Unrepresented litigants are exempt from e-filing. They can serve and file all documents in paper form and must be served with all documents in paper form. However, an unrepresented litigant may consent to participate in e-filing.

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the action was filed or visit www.nycourts.gov/efile-unrepresented. Unrepresented litigants also are encouraged to visit www.nycourthelp.gov or contact the Help Center in the court where the action was filed. An unrepresented litigant who consents to e-filing may cease participation at any time. However, the other parties may continue to e-file their court documents in the case.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at www.nycourts.gov/efile or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: efile@nycourts.gov).

Dated: _____

Signature

Address

Name

Firm Name

Phone

E-Mail

To: _____

9/3/15

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

NOTICE OF INTENT TO CEASE E-FILING IN THIS CASE

To the Parties in this case and the Court:

1. I do not have an attorney. I am unrepresented.
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. I understand that the other parties may continue to e-file their court documents in this case, except that such parties **MUST** serve me with those documents in paper form at the following address:

Name: _____
Street address: _____
Line 2: _____
City: _____
State: _____
Zip code: _____
Phone number: _____

Dated: _____

Signed: _____

Note: This form must be mailed to all other parties
in this case and filed with the Clerk of the Court.

9/3/15

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTICE OF OPT-OUT FROM PARTICIPATION
IN ACTION SUBJECT TO MANDATORY ELECTRONIC FILING**

Attorneys or Authorized Representatives

Pursuant to CPLR § 2111(b)(3) and Uniform Rule § 202.5-bb, I hereby opt out of participation in electronic filing in this mandatory e-filed case.

I certify in good faith that I am unable to participate in mandatory electronic filing of documents in this case on behalf of my client, _____, because:

[Place your initials in the space(s) provided and check all boxes that apply]

_____ I lack:

☐ the necessary computer hardware

☐ a connection to the internet

☐ a scanner or other device by which documents may be converted to an electronic format

OR

_____ I lack the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

This form must be signed. All contact information must be provided, including the address at which hard-copy documents in this case should be served.

This form must be filed with the clerk of the court where the action is pending and served on all parties.

NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE

(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

- against -

Index No. _____

Defendant/Respondent.

-----X

When permitted to submit original hard copy documents in e-filed cases, indicate the reason for hard copy submission by checking the relevant box and signing below.

Non-Participating Counsel

The attached is a court original unless and until uploaded to NYSCEF.

[] In a **consensual** case, I am authorized to and have served on all other parties a declination of consent to e-filing on behalf of my client, a party to this case.

[] In a **mandatory** case, I am exempt from the requirement to e-file because I have filed with the clerk of the court where this action is pending the opt-out form required by the Rules or the court has granted my application upon good cause shown.

Participating Counsel and Participating Unrepresented Litigants

Submissions Requiring Subsequent E-Filing (filer is responsible for upload to NYSCEF)

[] I am submitting a proposed order to show cause and supporting papers seeking a TRO, together with the required showing that I or my client will be significantly prejudiced by giving notice. If the court directs service in hard copy only, I shall e-file these documents within 3 business days after service.

[] I am filing this document in hard copy under the emergency exception and am submitting the required affirmation/affidavit of explanation. I shall, as required by the Rules, e-file these documents within 3 business days thereafter.

[] I am filing this document in hard copy because of a technical failure on the e-filing site as defined in the E-Filing Rules. I shall, as required by the Rules, e-file these documents within 3 business days after restoration of normal operations at the site.

[] I am submitting an ex parte application pursuant to statute _____. If these documents are served in hard copy only, I shall, as required by the E-Filing Rules, e-file these documents within 3 business days after service.

Special Applications/Documents (filer may be responsible for upload to NYSCEF)

[] I am applying for an order ☐ sealing / ☐ limiting access to document(s) and I am submitting the application in hard copy form, as permitted by court protocol/procedure.

[] I am submitting documents for in camera review.

[] I am filing an exhibit that cannot be e-filed (Rule 202.5-b(d)(6)).

Dated: _____ (Address)

_____ (Signature)

_____ (Name) _____ (Phone)

_____ (Firm Name) _____ (E-Mail)

8/19/15

***** NYSCEF Training System *****

**Broome County Supreme Court
Notification 09/21/2016**

Please retain this message for your records.

The NYSCEF **TRAINING SYSTEM** web site has received documents from the filing user, **Training Training**, for the following case/claim.

Case Information

Index #: **Not Assigned**

Short Caption: **Peter Parker - v. - Web Designs**

Assigned Case Judge: **No Judge Assigned**

Filing User Information

User Name: **Training Training**

Phone Number: **718-777-1234**

Fax Number:

Email Service Address: **eftrain@nycourts.gov**

Work Address: **Unified Court Employee, 60 Centre St, New York, NY, 10007**

Documents Filed

(To view a document, click the document type link)

Doc #	Document Type	Additional Doc Info	Special Instructions	Filed Date
1	SUMMONS + COMPLAINT			09/21/2016

E-mail Service Notifications Sent

Name	Email Address
Training Training	eftrain@nycourts.gov

Parties Without Representation

Court rules require hard copy service upon non-participating and opted-out parties. NYSCEF has no record of opt out or participation recorded for the parties listed below.

Party Name	Role
Web Designs	Defendant/Respondent

THIS E-MAIL IS INTENDED ONLY FOR THE USE OF THE NAMED ADDRESSEE(S) AND FOR THE PURPOSES OF TRAINING IN THE NEW YORK STATE COURTS ELECTRONIC FILING SYSTEM. IF YOU ARE NEITHER THE INTENDED RECIPIENT NOR A PERSON DESIGNATED TO RECEIVE MESSAGES ON BEHALF OF THE INTENDED RECIPIENT, PLEASE NOTIFY THE SENDER IMMEDIATELY. THANK YOU.

***** NYSCEF Training System *****

Rick Blythe , Broome County Clerk - rblythe@co.broome.ny.us

Phone: (607) 778-2255 **Website:** <http://www.gobroomecounty.com/clerk>



NYSCEF - Broome County Supreme Court

Confirmation Notice

This is an automated response for Supreme Court / Court of Claims cases. The NYSCEF site has received your electronically filed document(s) for:

Peter Parker - v. - Web Designs

EFCA2016000456

Assigned Judge: None Recorded

Documents Received on 09/21/2016 10:29 AM

Doc #	Document Type	Motion #
2	NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
3	MEMORANDUM OF LAW IN SUPPORT Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
4	RJI -RE: NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	

Filing User

Name: **Seven Trainee**
Phone #:
Fax #:
E-mail Address: **student7@nycourts.gov**
Work Address: **125 Jordan Road
Troy, NY 12180**

E-mail Notifications

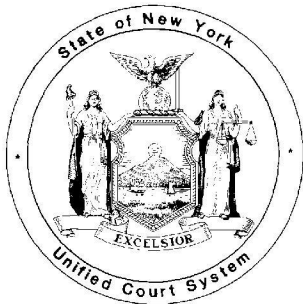
An e-mail notification regarding this filing has been sent to the following address(es) on 09/21/2016 10:29 AM:

Trainee, Seven - student7@nycourts.gov
Training, Training - eftrain@nycourts.gov

NOTE: If submitting a working copy of this filing to the court, you must include as a notification page firmly affixed thereto a copy of this Confirmation Notice.

Rick Blythe, Broome County Clerk - rblythe@co.broome.ny.us
Phone: (607) 778-2255 Website: <http://www.gobroomecounty.com/clerk>

NYSCEF Resource Center - EFile@nycourts.gov
Phone: (646) 386-3033 Fax: (212) 401-9146 Website: www.nycourts.gov/eFile



NYSCEF

Commonly Used Forms

EF-1: E-Filing User Registration Form

An application form for a user ID to access the E-Filing System. The form is ONLY for pro hac, filing agent, and unrepresented (existing case) users.

EF-7: Notification for Sealing

Form used to Notify the County Clerks of a sealing order.

EF-11: Change of E-Mail Service Address Request Form

Form necessary when changing email service address. Important to keep updated information.

EF-21: Notice of Hard Copy Exhibit Filing

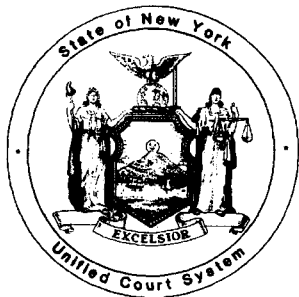
A fill-in-the-blank form to be completed and e-filed when authorized to submit exhibits in hard copy pursuant to Rule 202.5-b.

EF-22: Notice to County Clerk - CPLR 8019

*A fill-in-the-blank form notifying the County Clerk of a court order directing that an entry be made to a case docket. **This form is not used in all counties.***

Authorized Agent Forms

The EF-12 through EF-20 are specific to Authorized Agent Filings.



NEW YORK STATE UNIFIED COURT SYSTEM E-Filing

E-Filing Resource Center

Telephone # 646-386-3033

FAX # 212-401-9146

Email Address: efile@courts.state.ny.us

Address:

**NY STATE SUPREME COURT
CIVIL BRANCH**

**ATTN: E-Filing Resource Center
60 CENTRE STREET – ROOM 119A
NEW YORK, NY 10007-1474**

Website:

www.NYCourts.gov/efile

***Jeffrey Carucci
Director***