

HON. NICHOLAS DE ROSA, AJSC  
Supreme Court, Orange County  
285 Main Street  
Goshen, New York 10924  
Courtroom 14

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E-Filing.

Actions before Acting Supreme Court Justice Nicholas De Rosa's part are not subject to mandatory electronic filing rules. Upon consent, parties may file electronically under Uniform Rule § 202.5-b.

All parties intending to file electronically should familiarize themselves with the statewide E-Filing Rules (*Uniform Rule* § 202.5-b, available at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and the Orange County E-Filing protocol. 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 local procedures should be addressed to the Orange County Clerk's Office at (845) 291-2690.

If filing electronically on consent pursuant to *Uniform Rule* § 202.5-b, submissions to the Court, including proposed Orders, proposed judgments, and letters, must be electronically filed through the NYSCEF system. Subpoenas Duces Tecum and Subpoenas Ad Testificatum to be so-ordered should still be presented to the Court in original paper form for signature for upcoming trials.

In E-Filed matters, any and all correspondence sent to the Judge must be electronically filed, otherwise it will not be considered. If the matter is an E-Filed matter, and the subject of the correspondence requires immediate attention (letter requesting an adjournment of an upcoming court date or motion; or an Order to Show Cause), then a working copy must be faxed to Chambers at (845) 476-3686 to receive immediate attention.

All counsel and/or parties participating in the NYSCEF system are required to keep abreast of any filings through the NYSCEF system, whether such documents are filed by the adverse party(ies) or the Court. Once an attorney or party has linked into the NYSCEF system and consented to E-Filing (plaintiff/petitioner or defendant/respondent), the Court will only send communications through the NYSCEF system. An attorney or party that has linked into the NYSCEF system will be charged with receipt of a document once it is uploaded to the NYSCEF system, whether by the Court or by an adversary.

Electronically Filed Submissions.

Counsel and self represented litigants must use appropriate document titles when uploading items through the NYSCEF system, and include a description when possible. In the NYSCEF system, exhibits to motion papers must be uploaded as separate documents labeled with the appropriate exhibit designation (1, 2, etc... or A, B, etc...). If a movant files an electronic submission that does not comply with this requirement, he/she will be given one opportunity to remedy the submission, then the motion will be denied.

**Working copies shall not be submitted unless request by the Court, except for Orders to Show Cause and Motions in Limine.** When working copies are required, such working copies submitted to Chambers must include exhibit tabs and be properly bound. Further, the working copy must match the electronically filed document exactly.

In E-Filed matters, if counsel or a self represented litigant intends to rely upon a document that is already a part of the NYSCEF record, then counsel or said pro se litigant shall clearly state such intention and identify the document relied upon by the NYSCEF document number.