



NEWS ADVISORY

**New York State
Unified Court System**

**Hon. Lawrence K. Marks
Chief Administrative Judge**

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Electronic Filing of Retainer and Closing Statements in the First and Second Departments

The First and Second Departments of the New York State Supreme Court, Appellate Division, recently approved an amendment to court rules (22 NYCRR 603.25 & 691.20) to require the electronic filing (rather than paper filing) of retainer and closing statements with the Office of Court Administration (OCA) in contingency fee matters, effective June 8, 2020. Copies of the amended rules can be found here:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fww2.nycourts.gov%2Frules%2Fjointappellate%2Fretainer.shtml&data=02%7C01%7Cahackel%40nycourts.gov%7C834b0ee205f14672bbe308d80e1e908c%7C3456fe92cbd1406db5a35364bec0a833%7C0%7C0%7C637274871737646452&sd=tbS8hVvyEiPKotAhDGHU5n4jrBdS%2FStKJ2G48EvbPU%3D&reserved=0>

Concurrent with these rule amendments, OCA has instituted a new online retainer and closing statement e-filing system for use by attorneys with UCS Online Service Accounts. The system allows the secure paperless filing of individual retainer/closing forms and provides proof of filing. Effective immediately, this new system will replace the previous paper mailing system.

Access to the new system, including instructions and FAQs can be found here:
<https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fiapps.courts.state.ny.us%2Fretainerandclosing&data=02%7C01%7Cahackel%40nycourts.gov%7C834b0ee205f14672bbe308d80e1e908c%7C3456fe92cbd1406db5a35364bec0a833%7C0%7C0%7C637274871737646452&sd=oxqQFap7Q5EoVakK%2Bu0LVGSvzKqe5Ae%2FbtYbCNAcmQs%3D&reserved=0>