

**SUPREME COURT, CIVIL TERM  
QUEENS COUNTY  
PROTOCOL ON COURTHOUSE PROCEDURES FOR  
ELECTRONICALLY FILED CASES**

Attorneys seeking information about how the court's filing by electronic means system ("E-File") works are advised to consult the *User's Manual* and *FAQ's*, both available on-line at the Electronic Filing website (see "E-Courts" at [www.nycourts.gov](http://www.nycourts.gov)). All parties should familiarize themselves with the statewide Consensual and Mandatory E-filing Rules (Uniform Rules of the Trial Courts §202.5-b and §202.5-bb - 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 as to local procedures should be directed to the E-Filing Department of the Queens County Clerk at 718-298-0173.

What follows is an outline of the steps that will be used in e-filed cases to satisfy traditional courthouse requirements for the processing of cases, such as the submission of orders to show cause. The steps outlined here seek, to the maximum extent possible, to integrate e-filing capabilities with normal courthouse procedures in ways that will save attorneys time, trouble and trips to the courthouse while meeting the needs of Justices and the court.

**A. Identifying E-Filed Cases:** All authorized Torts, Commercial and Tax Certiorari cases may be commenced by E-Filing, however all parties must consent for the action to continue as an E-file case. E-filing in Medical Malpractice cases is mandatory effective **March 31, 2014**.

**B. Cases Converted to E-file:** Cases originally commenced in hard-copy form but later converted to an E-file case, either by stipulation or order will bear a regular index number initially. The County Clerk will issue a new E-file index number.

**C. E-file and the Court's Case Management System:** At present, the E-file system is a filing system only. In contrast with the Federal software, it currently is not linked to the court's case management system (CCIS), which serves as the basis for the generation of motion and other calendars. Court staff will enter data in CCIS for E-file cases in the same way as is done with all other cases. Please consult **e-courts** <https://iaaps.courts.state.ny.us> to ascertain calendaring information.

**D. Forms:** All forms necessary and required for E-filing are available on the NYCEF website [www.nycourts.gov/efile](http://www.nycourts.gov/efile)

**E. Filing of Papers Generally**

1) **Fees:** Court fees (e.g., RJI fee, motion fee) in E-filed cases may be paid for on-line using a credit card. Papers may also be filed with the E-file system and the fee may be paid at the County Clerk's Office. In the latter case, the paper is not considered to have been filed until payment of the fee has been tendered (see CPLR 304).