

New York State Courts E-Filing (“NYSCEF”)

UPDATE - MAY 20, 2010

As some of you may have already noticed, on Wednesday evening May 19, 2010 a program upgrade was made to the NYSCEF system. This was necessary in order to comply with certain security internet policies and procedures. **We are doing everything possible to make these changes as smooth as possible and we thank you in advance for your patience as we implement these new procedures.**

What follows below is a summary of the recent changes:

Updated User ID Accounts :

If you have not already done so, the next time you sign into the NYSCEF system you will receive a message on the screen that will tell you that an email has been sent to the primary email address of your NYSCEF Account – which contains a link to update your user password.

- Close the message received on the screen and go to your email account. Please note that the email will be sent to the accounts primary email address only.
- For those firms who have chosen to use a general email address for all primary accounts, please remember to check that address for the email notification.

If you do not receive that email, please contact the resource center immediately at 646-386-3033 or email the center at efile@courts.state.ny.us.

- Once the email is received, open it, and click on the link to “reset password”
You will be prompted to enter a new password and answer challenge questions.
Ex: what is your favorite color... etc..

- **Note** that the new password you select must have specific parameters :
> 6-10 characters in length and at least 3 of the 4 characteristics listed below:
Upper Case / Lower Case / Numbers / specific symbols.

The strength of the password will also be tested by the system and if it is not at an acceptable security level, you will be asked to choose another stronger password.

Once you have completed the process above, you will be able to sign in with your newly set password in NYSCEF.

NOTE : The new password will be the same password you must use in all UCS applications such as : eTrack / CDR / Court of Appeals/Law Guardian, WebDVS and UCMS –family/local civil/Criminal .

If there are any questions or problems with this process please contact the Resource Center immediately at 646-386-3033 or email the center at efile@courts.state.ny.us

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OTHER KEY CHANGES :

Document Types: The list of document types in NYSCEF has been updated and as a result certain document types that you have previously been able to select when filing may no longer be available as an option. Please be diligent in selecting the appropriate document type when submitting your filings. Contact the Resource Center if there are any questions as to what document type you should use.

Rules: As of April 26, 2010 updated rules as well as a new rule for Mandatory E-filing 202.5bb were signed and enacted –in addition rule 202.5 “Papers filed in court” has also been updated. The rules include other important changes which could not be listed here due to space limitations. Please see the rules as posted on the NYSCEF Site at www.nycourts.gov/efile under the Rules button at the top of the page.

Confirmation Notice : When a filing user submits a document via NYSCEF, the filer will now receive an onscreen “**Confirmation Notice**” which will list the title of the action/proceeding, case number, the document(s) filed, the date and time received, the document number as listed in the NYSCEF system as well as other information specific to each filing. This notice is in addition to the email receipt that is automatically sent to the filer from the system.

The filer should print out the on screen **Confirmation Notice** for use as described below under **working copies**. This notice may also be retrieved and printed at a later time if needed, after the upload of the document(s) to NYSCEF -by accessing the electronic case file in NYSCEF, going to the document detail page of the document(s) and clicking the button at the bottom of the page titled “Confirmation Notice”

Working Papers The updated rules 202.5b(a)(2)(vii) define “Working Copies” as “..an exact copy of a document that has been electronically filed ..” They go on to read under 202.5b (d)(4) that “.. the court may require the parties to provide working copies of documents filed electronically. In such event, each such working copy **shall include, as a cover page firmly fastened thereto, a copy of the confirmation notice** received from the NYSCEF site... “Please be sure to include this Confirmation Notice with all filings in which working copies have been requested by the court.

MANDATORY E-FILING BEGINS MAY 24, 2010 in NY County

Beginning May 24, 2010 certain commercial cases must be commenced and thereafter all subsequent documents filed through the New York State Courts Electronic Filing System (“NYSCEF”)

>See the E-Filing link on the NY County Supreme Court Website located at www.nycourts.gov/supctmanh for information, forms and local Protocol explaining how customary courthouse procedures are applied in E-Filed cases.

For questions about this notice or E-Filing in general contact the NYSCEF Resource Center at 646-386-3033 or email that office at efile@courts.state.ny.us