

HON. JAMES C. TORMEY
E-FILING RULES AS OF 01/06/2014

E-Filing Rules and Protocols

All parties should familiarize themselves with the statewide E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb) and the Onondaga County E-Filing Protocol which are available at 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. Specific questions with respect to E-filing should be addressed to the Onondaga County Clerk, (315)435-2226 or the Supreme Court Clerk's Office, (315)671-1030.

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders, proposed judgments, and letters, must be electronically filed through NYSCEF.

Working Copies

Justice Tormey requires working copies of any and all documents filed electronically. See Uniform Rule § 202.5-b(d)(4).

Hon. James C. Tormey
Onondaga County Courthouse - Room 400
401 Montgomery St.
Syracuse, NY 13202

All working copies submitted to this Part **must include a copy of the NYSCEF Confirmation Notice firmly fastened as the front cover page** of the submission and comply with other requirements set forth in the Onondaga County Protocol. Working copies without the Confirmation Notice will not be accepted.

Working copies are to delivered no later than the first business day following the electronic filing of the document on the NYSCEF site.

Hard Copy Submissions

The Court will reject any hard copy submissions in e-filed cases unless those submissions bear the Notice of Hard Copy Submission – E-Filed Case required by Uniform Rule § 202.5-b(d)(1). The form is available at www.nycourts.gov/efile.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to chambers at (315) 671-1100.