

**SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION : DEPARTMENT**

**STATEMENT OF AUTHORIZATION FOR ELECTRONIC FILING**

**(Individual Attorney Authorizing Filing Agent)**

I, \_\_\_\_\_, Esq. ( Attorney Registration No. \_\_\_\_\_ ),  
am an authorized user of the New York State Courts Electronic Filing System (“NYSCEF”) (User  
ID \_\_\_\_\_ ). I hereby authorize \_\_\_\_\_ or any employee  
of \_\_\_\_\_ who possesses a NYSCEF filing agent ID (“the filing agent”) to  
utilize his/her NYSCEF filing agent ID to file documents on my behalf and at my direction in  
any e-filed appellate cause or matter in which I am counsel of record through the NYSCEF  
system, as provided in Appellate Division E-Filing Rule 1245.3(e).

This authorization extends to any appeal or transferred matter in which I have entered  
electronically my initializing information, any original proceeding I have commenced by e-filing,  
or any cause or matter in which I have entered electronically information as a respondent or  
other party, as well as to any cause or matter in which I may authorize the filing agent to take  
such action, as provided in the Appellate Division E-Filing Rules.

This authorization extends to any and all documents I generate and submit to the filing  
agent for filing in any such cause or matter. This authorization shall be e-filed prior to or  
together with the first e-filing by the filing agent. As the principal authorized e-filer, I  
understand that I retain full responsibility for any document e-filed by the filing agent.

This authorization also extends to matters of payment, which the filing agent may make  
in the manner provided by the Appellate Division.

This authorization regarding this filing agent shall continue until I revoke it in writing  
on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

AD-EF-03A  
(eff. 3/1/18)