

# Appellate Division of the Supreme Court First Judicial Department

## Digital Submission of Documents for Attorney Matters

The Court has a Digital Submission portal accessible via NYSCEF for the secure transmission of digital documents to the Court.

Formatting Specifications for all documents submitted can be found on our website:  
<https://www.nycourts.gov/courts/ad1/E-Filing/TechnicalRequirementsEfiling.pdf>

## Guide and Instructions on the Use of Digital Submission

NYSCEF: <https://iapps.courts.state.ny.us/nyscef/HomePage>

### 1. Log in or create an account in NYSCEF:

If are unable to file under your attorney registration number, please create an account under Unrepresented Litigants.

|                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Log in to My Account</b><br><br><div>User Name (or Registration Number *)<br/><input type="text"/></div><br><div>Password<br/><input type="password"/></div><br><div>Log In</div><br><div><a href="#">Forgot your User Name or Password?</a></div> | <b>Create an Account</b><br>Create an account and start filing documents electronically<br><div>Create Account</div><br><div>-OR-</div><br>You can search for cases and documents as a guest.<br><div>Search as Guest</div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**2. Under “File Documents”, click on “Digital Submission”:**

|                           |                                                                                              |                                                                                   |                                                                                     |                                                                                     |
|---------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>File Documents</b>     | The e-Filing Resource Center offers <a href="#">Free Hands-On Training</a> for this website. |                                                                                   |                                                                                     |                                                                                     |
| Appellate Court           | <b>File Documents</b>                                                                        | <b>Cases</b>                                                                      | <b>Clerks</b>                                                                       | <b>EDDS</b>                                                                         |
| Civil Court               |             |  |  |  |
| Court of Claims           | <a href="#">Appellate Court</a>                                                              | <a href="#">My Court's Cases</a>                                                  | <a href="#">To-Do List</a>                                                          | <a href="#">EDDS To Do List</a>                                                     |
| <b>Digital Submission</b> | <a href="#">Civil Court</a>                                                                  | <a href="#">Case Search</a>                                                       | <a href="#">Locked To-Do Items</a>                                                  | <a href="#">EDDS Search</a>                                                         |
| Family Court              | <a href="#">Court of Claims</a>                                                              | <a href="#">Surrogate Search</a>                                                  | <a href="#">Admin Menu</a>                                                          | <a href="#">EDDS Containers</a>                                                     |
| Supreme Court             | <b>Digital Submission</b>                                                                    | <a href="#">SCAR Search</a>                                                       | <a href="#">File Court Document</a>                                                 | <a href="#">EDDS Resources</a>                                                      |
| Town & Village Court      | <a href="#">Family Court</a>                                                                 |                                                                                   | <a href="#">Reports</a>                                                             |                                                                                     |
| <b>Cases</b>              | <a href="#">Supreme Court</a>                                                                |                                                                                   |                                                                                     |                                                                                     |
| My Court's Cases          | <a href="#">Surrogate Court</a>                                                              |                                                                                   |                                                                                     |                                                                                     |
| SCAR Search               | <a href="#">Town/Village Court</a>                                                           |                                                                                   |                                                                                     |                                                                                     |
| Surrogate Search          |                                                                                              |                                                                                   |                                                                                     |                                                                                     |
| Case Search               |                                                                                              |                                                                                   |                                                                                     |                                                                                     |
| <b>Clerks</b>             |                                                                                              |                                                                                   |                                                                                     |                                                                                     |
| To Do List                |                                                                                              |                                                                                   |                                                                                     |                                                                                     |
| Locked To Do Items        |                                                                                              |                                                                                   |                                                                                     |                                                                                     |

**3. Click on “Submit a Digital Copy”:**

### Digital Submission

Use this page for submitting digital copies into an existing case.  
All e-filed documents must conform to the [NYSCEF Document Requirements](#).

#### Appellate Court

- [Submit a Digital Copy](#)**  
*Non e-filed matters per Rule 1250.9 of the Practice Rules of the Appellate Division*

**4. Click “Next”:**

### Digital Submission: Select a Court

**Court**  
Appellate Division - 1st Dept (Digital Copy) ▼

[Cancel](#) [Next](#)

5. Leave the Appellate Case Number blank. For County select “New York” from the drop-down and for Court select “Supreme Civil”. Click “Next”.

**Digital Submission:** Add Case Information

Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**

*Enter the Appellate Case Number, the County and the Court of your case. \* Required fields*

Appellate Case Number

County \*

Court \*

6. Under Case Type select “Attorney Matters”. Do NOT fill in the remaining fields. Click “Next”.

**Digital Submission:** Add Case Information

Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**

*Enter additional information about your case. \* Required fields*

Appellate Case Number

County  
**New York**

Court  
**Supreme Civil**

Case Type \*

7. **Enter Party Information. Click “Next”.**

If filing a motion for Reinstatement 468-a or Non-Disciplinary Resignation from the Bar, the Attorney is the Petitioner, and the Attorney Grievance Committee is the Respondent.

**Digital Submission: Add Parties**

Court: **Appellate Division - 1st Dept (Digital Copy)**  
Case Type: **Attorney Matters**

*Enter at least 1 plaintiff/petitioner and 1 defendant/respondent, along with their appellate role. At least 2 characters are required for the first name, last name, and business name. \* Required fields.*

**Plaintiff/Petitioner**

First Name \*

Middle

Last Name \*

Suffix

-or-

Business/Organization Name

Other Name/Status

Appellate Role \*  

Petitioner-Appellant

Add Another Plaintiff/Petitioner

**Defendant/Respondent**

First Name \*

Middle

Last Name \*

Suffix

-or-

Business/Organization Name

Other Name/Status

Appellate Role \*  

Respondent

Add Another Defendant/Respondent

Cancel

Previous

Next

8. **Add Document. For a motion, select “Notice of Motion – Digital Copy”. Choose File. Do NOT fill in Volume Information. Click “Next”.** Motions are to be filed as a single, bookmarked and searchable pdf file in the order of: Notice of Motion, Affirmation/Affidavit in Support, Exhibit(s), and Affirmation/Affidavit of Service. Please note Affidavits must be notarized. For Adjournment Requests – “Letter Extension – Digital Copy” Miscellaneous Documents can use “Supplemental Record – Digital Copy”

**Document 1**

Document Type  
**NOTICE OF MOTION - DIGITAL COPY**

File Name (Max size 100 MB)  
**Choose File** No file chosen

Volume Information

9. **Review your Submission and Click “Submit Digital Copies”:**

**Documents Ready for Submission**

| Doc #             | Document                                        | Fee           |
|-------------------|-------------------------------------------------|---------------|
| 1                 | <a href="#">NOTICE OF MOTION - DIGITAL COPY</a> | \$0.00        |
| <b>Total Fees</b> |                                                 | <b>\$0.00</b> |

[Edit Documents](#)

[Cancel](#) [Previous](#) [Submit Digital Copies](#)

10. **Notifications of the submission will be emailed to you:**

**Thank You for your Digital Submission**

The Digital Submission system System has received your e-submitted documents. A notification will be e-mailed to you shortly.

Digital Submission Received Date: **05/20/2020 03:33 PM**

[View Document List](#)