

CIVIL COURT OF THE CITY OF NEW YORK

**DIRECTIVES AND PROCEDURES**

Subject: Electronic Document Delivery System (EDDS)

Class: DRP- 208

Category: GP-10

LT-10

Eff. Date: May 5, 2020

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**BACKGROUND:**

Pursuant to Administrative Order 87/20 dated May 1, 2020, the Chief Administrative Judge authorized the Electronic Document Delivery System (EDDS) effective May 4, 2020, and it will remain open until further order of the Court.

EDDS provides a means for attorneys and unrepresented parties to make and respond to motions seeking relief in pending cases before the Civil and Housing Parts of the Civil Court of the City of New York. EDDS is a program intended to mitigate the effects of the COVID-19 outbreak upon the courts and the public. It expands remote services beyond the “essential/emergency parts”, which remain open and operational until further order. EDDS is not a system for filing new actions and proceedings in the Court.

**DIRECTIVE:**

All new motions and other documents submitted through EDDS must be served electronically, either by email or facsimile transmission. It is the responsibility of the party submitting papers through EDDS to ensure that copies are served electronically on all other parties.

Parties are encouraged to use EDDS to complete the submission of motions that were only partially submitted when the Court halted the acceptance of paper filings on March 22, 2020. Wherever possible, the Court will consolidate papers previously filed in person with documents newly submitted through EDDS to create a complete set of motion papers. However, judges may direct that parties use EDDS to submit courtesy copies of previously filed documents to ensure that a complete record is accessible to them. In the event that there are discrepancies between papers previously filed in person and submissions made through EDDS, the EDDS submission shall supersede the earlier paper submission.

Unrepresented litigants may make motions and other applications to the Court through EDDS and are expected to respond to motions made through EDDS when properly served.

All existing procedural rules concerning the form of motion papers and times for opposing and replying will apply to motions made through EDDS.

The availability of EDDS does not supersede, abrogate, or otherwise modify any administrative orders relating to the filing of new actions or proceedings during the COVID-19 outbreak, or any administrative orders relating to the entry of default judgments or orders.

To the extent that any local rule regarding EDDS submissions or any requirement herein conflicts with Administrative Order 87/20, the Order of the Chief Administrative Judge controls.

Dated: May 5, 2020

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Hon. Anthony Cannataro  
Administrative Judge  
Civil Court of the City of New York