



NEW YORK STATE UNIFIED COURT SYSTEM  
NASSAU COUNTY SUPREME COURT  
100 SUPREME COURT DRIVE  
MINEOLA, NY 11501

## ELECTRONIC FILING PROTOCOL

For technical issues with the e-filing system please contact the N.Y.S. E-filing Resource Center:  
E-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov) Phone: (646) 386-3033 Fax: (212) 401-9146

For assistance using the e-filing system or to sign up for training please consult the [User Manual](#) and [Training Resources](#) web page.

### DOCUMENTS THAT HAVE BEEN RETURNED FOR CORRECTION

For assistance with documents that have been returned to you for correction, please contact the department that returned the document **AFTER** reading the reason for return in the body of the Returned For Correction e-mail that you received.

For all pre - R.J.I. filings, Proposed Judgments to the Clerk, or assistance with fees please call the Nassau County Clerk's E-filing office	516-571-4632
Matrimonial Clerk's Office	516-493-3444
Guardianship Clerk's Office	516-493-3121
Tax Certiorari	516-493-3130
Small Claims Assessment Review	516-493-3325
Foreclosure Motions	516-493-3311
Motion Support	516-493-3148
Ex Parte Orders	516-493-3101
Orders to Show Cause/Name Change	516-493-3200
Proposed Orders & Proposed Judgments to the Court	516-493-3140
Preliminary Conference Requests	516-493-3116
Infant Compromise/Hospital hearings	516-493-3049
Notes of Issue	516-493-3113
Appeals - Please call the Appellate Division 2 <sup>nd</sup> Department	718-722-6324

## DOCUMENTS FILED IN ERROR

### **PLEASE DO NOT ASK THE CLERKS OFFICE TO RETURN DOCUMENTS THAT HAVE BEEN FILED IN ERROR.**

When a document has been e-filed, it is served on all participating parties and entered in the County Clerk's Office. The procedure to correct a filing is outlined in:

### **PART 202. Uniform Civil Rules For The Supreme Court & The County Court**

#### **202.5-b. Electronic Filing in Supreme Court**

##### **(d) Electronic Filing of Documents.**

##### **(3) Filing and receipt of documents; notification.**

**(iii) Correction.** If a document filed electronically is subsequently discovered to contain confidential data – including but not limited to trade secrets, information protected by confidentiality agreement, or personal confidential information as defined by statute or court rule – or otherwise to have been filed in error, the filer or another party or affected person may (1) notify the parties and any non-party filers in the action of the confidentiality issue or other error raised by the filing, and of his or her intention to seek judicial relief to correct the filing; (2) following such notification, request that the appropriate County Clerk, exercising his or her administrative discretion, place the document temporarily in "restricted" status on the NYSCEF site, to be made available for viewing by court staff and the parties but not the general public; and (3) file an application to correct the filing by order to show cause within five business days of such notification (or such time as the court may direct), including a request for preliminary injunctive relief limiting interim disclosure of the document at issue. Unless otherwise directed by the court, any document placed in restricted status in response to such a request shall be returned to public view upon expiration of this five day period. The Chief Administrator of the Courts shall promulgate forms to implement this process.

[EF-24 - Notification of Confidentiality Issue or Error](#)

[EF-25 - Request for Restricted Status](#)

If all sides are in agreement the Nassau County Supreme Court will also accept a fully executed stipulation to remove/return documents without the need for judicial intervention.

## CONVERSION TO E-FILING

To convert a paper case to e-filing you must complete either the EF-10 or EF-28 form found on the e-filing website, and file it with the [Electronic Document Delivery System \(E.D.D.S.\)](#)

[EF-10](#) (consent of other side)

[EF-28](#) (cannot get consent of other side, must be filed with proof of service)

All documents filed prior to conversion will NOT be uploaded to the e-filing system by the Supreme Court. Paper documents will be retained by the Nassau County Clerk's Office.

## MANDATORY E-FILING

### **E-filing is mandatory in all civil matters EXCEPT:**

- CPLR Art. 70 proceedings
- CPLR Art.78 proceedings
- Election Law proceedings
- Matrimonial matters
- Mental Hygiene Law matters

### **Mandatory in Part (Commencement):**

- consumer credit actions as defined in CPLR § 105(f)
- residential foreclosures as defined in RPAPL § 1304

### **Consensual/Voluntary:**

All civil matters that are neither Mandatory nor Mandatory in Part.

## UNREPRESENTED LITIGANTS

Unrepresented (Pro se) litigants are **EXEMPT** from mandatory e-filing and may file paper (hard copy) documents with the court. Unrepresented litigants are encouraged to view the [Unrepresented Litigant Fact Sheet](#) and if interested in taking advantage of the benefits of e-filing, to review the [Unrepresented Litigants Home Page](#) for instructions on signing up and filing documents.

## HARD COPY FILING

When submitting hard copies as provided by the Uniform Rules or this protocol to the Clerk such hard copy shall be the original document and be bound using **ONLY** two prong fasteners with un-tabbed exhibit pages to allow for scanning to the NYSCEF system and shall have attached thereto a [Notice of Hard Copy Submission - E-filed Case](#) attached to the last page facing out of each document filed, if required. Additionally a working copy of any such document filed in hard copy **with tabbed exhibit pages** shall be submitted to the Court. At the sole discretion of the County Clerk, such original hard copy document may be filed electronically as part of the case record and the original discarded thereafter. Documents that cannot be easily scanned will not be uploaded to the e-filing system and will be retained by the County Clerk's Office.

## DISCOVERY MATERIALS

Unless permitted by Uniform Rule §202.5-b(j), NO discovery materials shall be filed electronically.