

NEW YORK COUNTY CLERK

MHL Article 81 Guardianship Cases

Procedure for Court Examiners to remotely obtain cases available in The New York County Clerk's CCOS system

Examiner must provide the New York County Guardianship Office with their name attorney registration number, index number and caption for each case assigned to them

Information should be e-mailed to Guardianship Office at sfc-examinersaccess@nycourts.gov

Guardianship office will provide the information to The New York County Clerk

The New York County Clerk will contact Albany. An account will be created for the examiner

Once the account is created, The New York County Clerk will add the index numbers to the examiner's account

Examiner or the Judge's part must notify the guardianship office when examiner is no longer assigned to any case

Guardianship office will notify the New York County Clerk and the index number will be removed from the examiner's account

*Please note: All hard copy files prior to August 14 2014 may not be accessible through this system. E-filed cases are accessed through the e-file system after proper protocol is followed
