

# New York State Courts Electronic Filing (NYSCEF) System

## *User Manual for Supreme Court and Court of Claims Cases*

### **I. Introduction**

The New York State Unified Court System has established the New York State Courts Electronic Filing, or “NYSCEF” system, a program that permits the filing of legal papers by electronic means with the County Clerk and the courts in certain case types in designated venues, as well as electronic service of papers in those cases. Cases may be commenced using NYSCEF and cases that were initiated in hard copy form may be converted to NYSCEF matters.

This User Manual is designed to be used in conjunction with the system and to support navigating from screen to screen. Live support is also provided by the E-Filing Resource Center, where staffers are available to answer your questions from 8 am until 6 pm each business day. The E-Filing Resource Center can be contacted by calling (646) 386-3033 or sending an email to [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov).

### **II. Getting Started**

To get started, go to [www.nycourts.gov/efile](http://www.nycourts.gov/efile) by typing this web address in your browser.

NYSCEF has two separate e-filing systems. One is the “Live System,” the operational system in which filings and other actions take place in real cases. For educational purposes only, NYSCEF also makes available the “Training System.” The Training System mimics the Live System in function and appearance, but no real filings or other system actions can occur in the Training System. The Training System is not connected to the County Clerk or court operations offices. The filings, notifications, and messages in the Training System take place or are sent only for educational purposes in simulated cases and no fees can actually be paid in any real case in that system. Each system is identified at the top of every page. Distinct User Names and Passwords are required for each of the two systems, and the User Name and Password of one will not work in the other. All filings made in the Training System using a Training User Name and Password, all messages and notifications therein, and all fee functions in the system are fictitious and of no formal effect. No case can be commenced through that system. Anyone who wishes to make a filing in a

real case or undertake another function in such a case must be certain to log into the Live System using the Live System User Name and Password.

In this User Manual we discuss NYSCEF functionalities in the Live System.

Due to system enhancements, several options now exist for Live System registration. New York attorneys who have established Attorney Online Service (AOS) accounts with Attorney Registration may log into NYSCEF using their Attorney Registration number as their User ID and their AOS password as their NYSCEF Password. All other prospective NYSCEF users, including New York attorneys without AOS accounts, attorneys admitted pro hac vice, unrepresented parties, and filing agents, should click the appropriate link that appears on the Create Account page.

Legislation enacted in 2015 exempts unrepresented litigants from participating in e-filing, even in mandatory cases. However, unrepresented litigants may participate in e-filing if they so desire and must obtain separate user IDs and passwords for each case in which they intend to e-file. An unrepresented litigant should click the [Unrepresented Litigants](#) link, which will open the homepage for the Unrepresented Litigants section of the NYSCEF website. From this page, the unrepresented litigant should click the E-Filing Basics link. At the bottom of the next page – the E-Filing Basics page – are two links for creating an account. The Create an Account to Start a New case link allows an unrepresented litigant to commence a new case as a plaintiff or petitioner. The Create an Account in an Existing Case link allows an unrepresented litigant to e-file in a case where he or she is named as a defendant or respondent.

Attorneys admitted pro hac vice and filing agents will, upon clicking the appropriate link, be brought to an online form that must be completed and submitted as per the on-screen instructions.

All classes of users register for the Training System accounts by clicking the “Create a Training Account” link on the Create Account page and following the instructions.

Once you have a valid NYSCEF User Name and Password for the system you may enter that system. To enter the Training System, click the Training System button

in the Training section in the left hand sidebar. To enter the Live System for Supreme Court, click any of the three Supreme Court link on the homepage.

**New York State Unified Court System**  
NYSCEF

**Home**  
NYS Courts e-filing

**Home**  
Unrepresented Litigants

**Login**  
Supreme Court  
Court of Claims  
Surrogate

**Account**  
Create an Account

**Training**  
Training System  
Register for Training  
Training Resources

**Resources**  
Forms  
News & Events  
Rules & Legislation  
Courts, Counties and Case Types

**Welcome to NYS Courts Electronic Filing (NYSCEF)** [NYSCEF News](#)

NYSCEF is a program that permits the filing of legal papers by electronic means with the County Clerk and offers electronic service of papers in those cases.

**Not an Attorney:** To e-file without an attorney, visit our [Unrepresented Litigants](#) website.

**NOTE:** NYSCEF has both a Live system and a Training system. Each system requires you to register and obtain a distinct User ID and Password.

[Authorized Courts and Case Types](#)

**ALBANY SURROGATE COURT CLE**  
The Albany County Bar Association, Albany County Surrogate Court and the NYSCEF Resource Center are sponsoring a CLE training session on Wednesday, September 14, 2016, 9:30 AM - 11:30 AM in the Cahill Room, 112 State Street, Albany. Please register at the Albany County Bar Association website, [www.albanycountybar.org](http://www.albanycountybar.org)

**EFILING ONEIDA SURROGATE COURT**  
The Oneida County Bar Association, Oneida County Surrogate Court and the NYSCEF Resource Center are sponsoring two CLE training sessions for E-filing on June 28 and June 29 2016, at the Oneida County Office Building. To register, email the Oneida County Bar Association [diane@oneidacountybar.org](mailto:diane@oneidacountybar.org) or call 315-724-4901.

**FREE ON LINE TRAINING FOR SURROGATE COURT EFILING**  
FREE online training on the NYSCEF System via Skype for Surrogate's Court is being offered on May 18th at 10am, June 22 at 2:30pm and July 13th at 11am. Please click the Register for Training Link to sign up.

**Supreme Court**  
File documents electronically in Supreme Court (this includes SCAR petitions)

**Court of Claims**  
File documents electronically in the Court of Claims

**Surrogate's Court**  
File documents electronically in Surrogate's Court

You will arrive at the NYSCEF Login page. If you are ready to start an action, file to an existing case, or record your representation, you should log in to the NYSCEF system by entering your User Name and Password and clicking the Log In button. Note that if you have forgotten your User Name or Password you can click the link below the Log In button and furnish the requested information so that your credentials can be e-mailed to you.

## Login



This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts. See our [Authorized Courts and Case Types](#) page.

### Log in to My Account

User Name (or Registration Number \*)

Password

**Log In**

[Forgot your User Name or Password?](#)

### Create an Account

Create an account and start filing documents electronically

**Create Account**

-OR-

You can search for cases and documents as a guest.

**Search as Guest**

*\* If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password. New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing Create Attorney Online Services Account. [More details.](#)*

The Create Account button on the Login page will direct you to the Create Account page described above. If you do not have a user ID and password, you can still search through NYSCEF cases by choosing Search as Guest in the lower right hand corner of the screen. For more information on case searches, refer to Sections XII and XIII of this manual.

### III. NYSCEF Features

As you travel through the NYSCEF system, you will note that there are some recurring features designed to make the system easy to use. We hope these features will help you move through the system quickly and easily.

## A. The NYSCEF Status Bar



The NYSCEF status bar helps you see exactly where you are in the e-filing process. The status bar above shows that the user has completed case information, recorded consent, and is currently adding documents. Payment information, file review, and filing have not yet been completed.

## B. Filing Help

Click on the “Filing Help” icon – shown below -- whenever you need assistance on a particular screen and you will receive screen-specific pointers.



## C. Case Summary

**Case Summary**

Court: **New York County Supreme Court**  
Type: **Commercial (General)**  
Index #: **999999/2007**  
Short Caption: **Workers' Compensation Board of the State of New York - v. - Jasper's Puppy Palace Incorporated et al**  
[full caption](#)

As you move from screen to screen, a case summary often appears at the top of your screen displaying the information you already have entered. If you note that an item is incorrect you can always return to the previous screen by clicking the Previous link at the top of the page or the Previous button at the bottom.

## D. Links to Help and Resources

“Help” and “Resources” links, prominently displayed on the login and welcome screens, also appear at the bottom of every screen in the application:



From these links you can access NYSCEF forms, review the rules governing e-filing and so much more.

### E. Helpful Information

At various points in the system, you will find helpful information that often will provide a link to additional information on the topic.



### IV. Starting a New Case

Once you have logged in, you will be given a menu of options for either e-filing or for searching cases within the NYSCEF system. Click on the “Start a New Case” link in the Supreme and Court of Claims section, shown below, to commence an action:




## Welcome to NYS Courts e-Filing

e-Filing is authorized for certain case types in certain counties and courts.  
View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.



All e-filed documents must conform to the [NYSCEF Document Requirements](#).

Supreme and Court of Claims	Bulk E-File	Cases
		
<ul style="list-style-type: none"><li>› <a href="#">Start a New Case</a></li><li>› <a href="#">File to Existing Case</a></li><li>› <a href="#">Start 3rd Party Action</a></li><li>› <a href="#">Consent/Represent</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Multi-PDF Upload</a></li><li>› <a href="#">Multi-PDF Help</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">My Cases</a></li><li>› <a href="#">Case Search</a></li></ul>

### A. Select a Court

Legislation allows the Chief Administrative Judge to designate by administrative order the courts and counties in which electronic filing is authorized. Click [here](#) to view the most recent administrative order, which includes a chart showing the courts and counties presently participating in the consensual and mandatory programs. The menu on the Select a Court page will include all currently active e-filing courts.

Since you have entered the system used for electronic filing in Supreme Court and the Court of Claims, you will be able to choose from a list of Supreme Courts (by county) or the Court of Claims (by district) in which electronic filings are accepted. (Though the NYSCEF homepage displays separate links for the Supreme Court and the Court of Claims, these two courts share the same NYSCEF screens.)

Follow these steps to select the court in which you would like to commence an action: First, place the cursor on the court you wish to select and click to highlight that court in dark blue. Second, click the Next button.

## e-File: Select a Court



e-Filing is authorized for certain case types in certain counties and courts.  
If the case type you wish to file does not appear, [contact the Electronic Filing Resource Center.](#)

### Courts

Nassau County Supreme Court	^
<b>New York County Supreme Court</b>	
Niagara County Supreme Court	
Oneida County Supreme Court	v

Cancel

Next

## B. Select a Case Type

Different types of cases can be electronically filed in different courts. When you select your court, the case types that can be electronically filed in that court will appear on the Select a Case Type screen.

This screen is organized like a Request for Judicial Intervention (“RJ”), but will allow you to select only those case types that are authorized for the particular court in which you intend to file. Follow the on-screen instructions. When you have completed the form, click the Next button.



Case Summary

Court: New York County Supreme Court

Instructions

1. Choose the Case Type below that most accurately describes the case you are about to commence.
2. Where 'other' is permitted under a category you must specify the Nature of Action in the Specify field.
3. If you are not able to select a Case Type below, that Case Type is currently not open in this court. Contact [NYSCEF](#) for more information.

Matrimonial

- Contested
- Uncontested

Does this case involve children under 18 years of age?

- Yes
- No

Torts

- Asbestos
- Breast Implant
- Environmental (specify)
- Medical, Dental, or Podiatric Malpractice
- Motor Vehicle
- Product Liability (Select an option)
- Other Negligence (Select an option)
- Other Professional Malpractice (specify)
- Other Tort (specify)

Commercial

- Business Entity (corporations, partnerships, LLCs, etc)
- Contract
- Insurance (where insurer is a party, except arbitration)
- UCC (sales, negotiable instruments)
- Other Commercial (Select an option)

Real Property

- Condemnation
- Mortgage Foreclosure - Residential
- Mortgage Foreclosure - Commercial
- Tax Certiorari
- Tax Foreclosure
- Other Real Property (Select an option)

Special Proceedings

- CPLR Article 75 (Arbitration)
- CPLR Article 14 (Guardianship)
- Guardianship
- MRL Article 5-B (Marriage in Limbo)
- MRL Article 10 (Estate Officer Confirmation)
- MRL Article 11 (Estate Officer Confirmation)
- MRL Article 11 (Overriding)
- Other Special Proceedings (Select an option)

Other Matters

- Emergency Medical Treatment
- Name Change
- Sale or Finance of Religious/Not for Profit Property
- Other (Select an option)

Cancel

Previous

Next

C. Adding Parties

You must enter into the NYSCEF system all parties to the action you are commencing **exactly** as they appear on your commencement document. If you use “et al” or “et ano”, your document will be rejected (Section IX, below).

To enter your plaintiffs or petitioners, type the name of the first plaintiff or petitioner that appears on your commencement document. If that party is an individual, complete the fields provided for first, middle, last name, and suffix. If a party is a business or organization, complete the field provided for Business/Organization name. The screen allows you to enter up to five plaintiffs/petitioners. If your case has more than five, click the Add More Plaintiffs/Petitioners button at the bottom of that box.

### Plaintiffs/Petitioners

*At least 2 characters are required for business/organization name, and at least 1 character for first and last name.*

First Name	Middle	Last Name	Suffix	Business/Organization Name	
William		Xyr		-or-	<input type="text"/> <input type="button" value="Add Other Name/Status"/>
				-or-	<input type="text" value="XYR Corp."/> <input type="button" value="Add Other Name/Status"/>

Once you have entered all plaintiffs or petitioners exactly as they appear on your commencement document, use the scroll bar to scroll down the page and enter defendants or respondents by typing the names of each in the proper fields as you did for plaintiffs/petitioners. The screen allows you to enter up to five defendants/respondents. If your case has more than five, click the Add More Defendants/Respondents button at the bottom of that box.

### Defendants/Respondents

*At least 2 characters are required for business/organization name, and at least 1 character for first and last name.*

First Name	Middle	Last Name	Suffix	Business/Organization Name	
Jerry	M	Doe		-or-	<input type="text"/> <input type="button" value="Add Other Name/Status"/>
				-or-	<input type="text" value="The Doe Dough Corp."/> <input type="button" value="Add Other Name/Status"/>

Once you have entered all defendants or respondents as they appear on your commencement document, use the scroll bar to scroll down to the bottom of the page and click the Next button.

**Note:** In order to move forward with the filing, a defendant/respondent must be entered even if no such party exists in the actual case. If commencing a non-adversarial case, enter “N/A” in the Business/Organization field.

#### D. Entering Other Name or Status

If a party has another name or status, the NYSCEF system provides you with the ability to enter it into your caption.

When entering another name or status, be sure to include the connecting language as it appears in the caption on your commencement paper. For example, you should enter "aka Joey Smith" and not simply "Joey Smith" or “dba Smith Co.” and not “Smith Co.”

Follow these steps to enter the other name or status: First, if your party has another name or status, click the Add Other Name/Status button on the line where you have entered the party’s name. A field will appear that allows you to add the party’s other name or status. Be sure to include all connecting language as it appears in the caption.

**Plaintiffs/Petitioners**

*At least 2 characters are required for business/organization name, and at least 1 character for first and last name.*

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name
William		Xyr			

**Other Name/Status**  
Include all connecting language for this party as it appears in the caption. e.g., "aka Billy the Kid" or "DBA Carwrecker's Towing"

aka S. William Xyr Cancel

Once you have entered all parties as they appear on your commencement document, use the scroll bar to scroll down to the bottom of the page and click the Next button.

#### E. Verify Full Caption

Review each party in the caption to be sure that the caption you have entered matches the caption on your commencement document. The Compare Caption box, shown below, provides four ways to edit your caption.

### Compare Caption

Compare this caption with what is on the commencement document. If the caption does not match, correct the party names or party order. To change the party order, click the Up or Down buttons.

Caption:

**William Xyr aka S. William Xyr, XYR Corp.**

vs

**Jerry M Doe, The Doe Dough Corp.**

#### Plaintiffs/Petitioners [Add Plaintiff/Petitioner](#)

Caption Order	Parties	Action
1 <input type="button" value="Down ▼"/>	William Xyr aka S. William Xyr	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
2 <input type="button" value="Up ▲"/>	XYR Corp.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

#### Defendants/Respondents [Add Defendant/Respondent](#)

Caption Order	Parties	Action
1 <input type="button" value="Down ▼"/>	Jerry M Doe	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
2 <input type="button" value="Up ▲"/>	The Doe Dough Corp.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

The “Add Plaintiff/Petitioner” and the “Add Defendant/Respondent” links allow you to add a party you may have forgotten to include. The Add Party screen that opens after clicking these links requires you to identify the party’s role, supply the party’s name, and, if necessary, enter the party’s other name/status.

If you need to remove a party, click the Remove button next to that party’s name and the party will be removed.

If you have entered the parties’ names correctly, but in the wrong order, you may use the Up and Down buttons to change the order.

If you need to edit a party’s name (for example, to correct a misspelling), click the Edit button beside that party’s name.

## F. Editing a Party

After clicking the Edit button, you will be directed to the Edit Party screen on which you can edit your party. Just follow the steps described below:

All parties previously entered on the Add Parties screen appear on the Edit Party screen. However, the field in the Party Role drop down will display information for the party selected for editing on the Verify Full Caption screen.

You may change the party's role by clicking the down arrow and choosing the party's new role.

You may edit the party's name by supplying the correct information in the party name fields. You also may add to or change the party's other name or status.

Once you have completed your edits, click the Save button and you will return to the Verify Full Caption screen.

### Parties Added

Name	Role	Action
William Xyr aka S. William Xyr	Plaintiff/Petitioner	<input type="button" value="Edit"/>
XYR Corp.	Plaintiff/Petitioner	<input type="button" value="Edit"/>
Jerry M Doe	Defendant/Respondent	<input type="button" value="Edit"/>
The Doe Dough Corp.	Defendant/Respondent	<input type="button" value="Edit"/>

Party Role \*

Plaintiff/Petitioner ▼

*NOTE: At least 2 characters are required for business/organization name. At least 1 character for first name and last name.*

Business/Organization Name

-or-

First Name

Middle Last Name

Suffix

Other Name/Status

## G. Adding a Commencement Document

Once you have verified your full caption, you will be directed to the Add Documents screen.

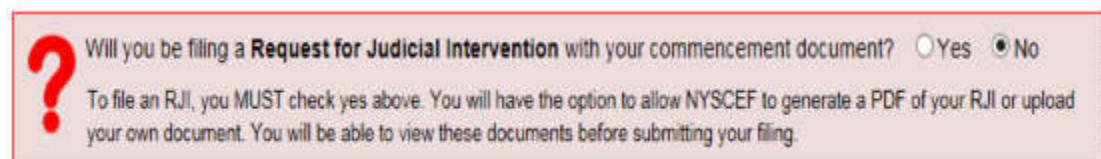
You will not be able to proceed unless the document you are submitting is in Portable Document Format (a “PDF”), so be sure that you have converted your document to a PDF or scanned your document in as a PDF before you complete this screen. NYSCEF contains a PDF Checker utility that allows you to validate the PDF documents you intend to e-file before upload. You may validate your documents by clicking the PDF Checker button on the NYSCEF Welcome page or by clicking the “Check your PDFs now” link on the Add Documents page:



Check PDF page will open that allows you to test as many as five documents to ensure they are not encrypted, password-protected, or contain JavaScript or other active scripts. The “NYSCEF Document Requirements” link accesses an explanation of document attributes now required by NYSCEF rules. For example, the rules now require that documents conform to PDF/A specifications and that they be text searchable. In addition, there are certain substantive decisions you will need to make when completing the Add Documents page.

### RJIs:

Unless a RJI already has been filed in the case, the following box will appear on the Add Documents screen:

A red-bordered box containing a red question mark icon and the text: "Will you be filing a **Request for Judicial Intervention** with your commencement document?  Yes  No To file an RJI, you MUST check yes above. You will have the option to allow NYSCEF to generate a PDF of your RJI or upload your own document. You will be able to view these documents before submitting your filing."

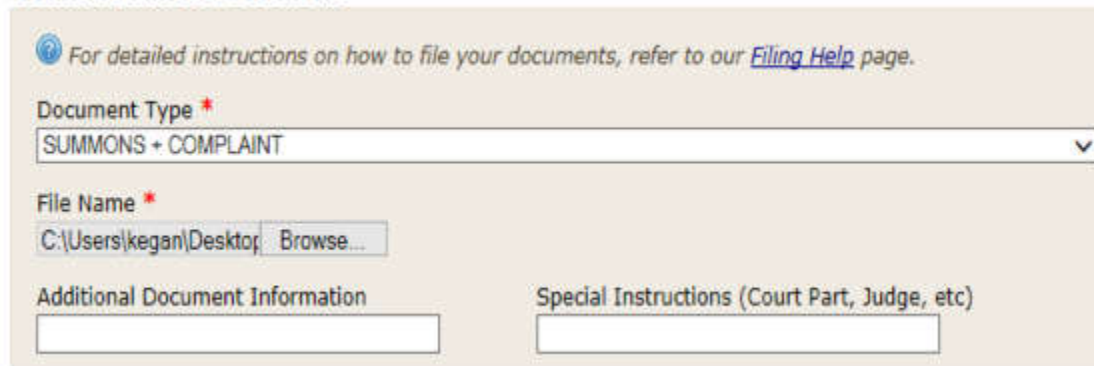
If your filing is to include a RJI, you must click the Yes circle. You may, later in the filing process, allow NYSCEF to generate a RJI from the information entered during this filing or upload your own RJI. (See Adding RJI, below.)

### **Adding the Commencement Document:**

Once the document you plan to submit is in PDF/A format and you have answered the question regarding the RJI, you are ready to complete the Commencement Document portion of the Add Documents page as follows:

First select the type of commencement document you intend to file from the Document Type drop down menu. Next, attach your commencement document, in PDF/A format, either by listing the document's file path or by clicking the Browse button and locating the document on your computer. Next, you may, if appropriate, add additional document information and/or special instructions related to the document in the fields provided. (Adding this type of information is less likely for initial filings than for subsequent filings, such as motions.)

#### **Commencement Document**



For detailed instructions on how to file your documents, refer to our [Filing Help](#) page.

Document Type \*  
SUMMONS + COMPLAINT

File Name \*  
C:\Users\kegan\Desktop Browse...

Additional Document Information

Special Instructions (Court Part, Judge, etc)

### **Document Security:**

NYSCEF document screens have been updated to comply with the new redaction rules for Social Security Numbers and Confidential Personal Information (“CPI”) as provided in 22 NYCRR § 202.5(e).

**Document Security**

This document DOES NOT contain a Social Security Number or Confidential Personal Information as defined in [22 NYCRR §202.5\(e\)](#)

This document contains the following (check any that apply):

**Social Security Number**

Confidential Personal Information (CPI) that is **Redacted**, per [22 NYCRR §202.5\(e\)](#)

Confidential Personal Information (CPI) that is **Un-Redacted** and seeks a remedy under [22 NYCRR §202.5\(e\)\(2\) or \(3\)](#)

Confidential Personal Information (CPI) that is **Un-Redacted** as required or permitted by a specific rule or law. **Specify Rule or Law:**

The screen appears with a pre-selected option stating that the document does not contain a Social Security Number or any CPI as defined by the rule. If the document contains such information, you must click the appropriate box (or boxes).

If you indicate that a document contains a Social Security Number or unredacted CPI, the system will automatically restrict on-line access to the document to all persons except the parties and counsel in the case.

### **Accompanying Documents:**

When adding an accompanying document, such as an exhibit, to your commencement document, follow these steps:

First select the type of document you intend to accompany your commencement document from the Document Type drop down menu. Remember, this drop down menu is much more extensive than the drop down menu for commencement documents. Next, attach your accompanying document, in PDF/A format, either by listing the document's file path or by clicking the Browse button and locating the document on your computer. Next, you must identify any attached exhibit by letter or number and you must briefly describe the exhibit in the Additional Document Information field. You also may supply additional document information and/or special instructions related to the accompanying document in the fields provided. Finally, as explained above, you must select the appropriate Document Security options for the accompanying document(s).



## Accompanying Documents

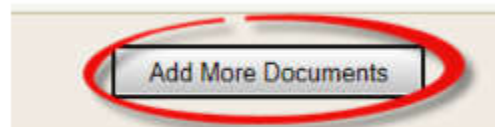
*Add any documents you are filing with the commencement document.*

**Document 2**

Document Type	EXHIBIT(S) ▼	
File Name	C:\Users\kegan\Desktop Browse...	Exhibit No./Letter
		1
Additional Document Information	Special Instructions (Court Part, Judge, etc)	
Contract		

**Note:** The option to attach an accompanying document to the commencement documents has been removed. Multiple documents may still be uploaded simultaneously, but each will now receive its own document number in NYSCEF rather than a “sub-number” (e.g., 1-1).

If you need to add more documents than the screen accommodates, click the Add More Documents button near the bottom of the screen:



Once all documents have been added, scroll to the bottom of the screen and click the Next button.




### Adding RJJ:

If you stated on the Add Documents page that you will file a RJJ along with your commencement document, you will later be presented with the option of allowing NYSCEF to generate a PDF of your RJJ or uploading your own RJJ. In either case, you will be directed to an Add RJJ Information page.

This page, which is too long to reproduce here in a single image, first seeks information about the case:

Enter the following information as you would in completing your RJI form. (\* required fields)

**STATUS OF ACTION OR PROCEEDING:** Answer YES or NO for EVERY question AND enter additional information where indicated.

- \* Has a summons and complaint or summons w/notice been filed?  Yes  No If yes, date filed:  
- \* Has a summons and complaint or summons w/ notice been served?  Yes  No If yes, date served:  
- \* Is this action/proceeding being filed post-judgment?  Yes  No If yes, judgment date:  

next, the nature of the requested judicial intervention and whether it requests a Commercial Division assignment:

**NATURE OF JUDICIAL INTERVENTION:** Select one from drop-down and enter additional information where indicated.

- \* Nature of Judicial Intervention:  
- Specify (if Other selected for Nature of Judicial Intervention)
- Date Issue Joined (if Medical, Dental, or Podiatric Malpractice)  

**COMMERCIAL INFORMATION**

- \* Is this a Commercial Division assignment request?  Yes  No

next, information about related cases:

**RELATED CASES:** List any related actions. For Matrimonial actions, include any related criminal and/or Family Court cases. If additional space is required, click the Add More button. If none, leave blank.

Case Title	Index #	Court	Judge	Relationship to Case
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

information about represented parties:

**PARTIES:** NYSCEF will complete the attorney section on your RJF form, using the information that is on file with NYSCEF.

Name	Issue Joined <sup>*</sup>	Insurance Carrier
Xyr, William - Plaintiff/Petitioner	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
XYR Corp. - Plaintiff/Petitioner	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Doe, Jerry M. - Defendant/Respondent	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
The Doe Dough Corp. - Defendant/Respondent	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

and finally, information about parties currently without any representation on file:

**PARTIES WITHOUT REPRESENTATION ON FILE**

NYSCEF has no contact information for the parties listed below.

For parties with an attorney, provide the attorney's name, firm name, and complete firm address.

For unrepresented litigants, provide the party's complete address.

**Jerry M. Doe - Defendant/Respondent**

Address Type <sup>\*</sup>  
 Party  Attorney

Attorney's First Name    Attorney's Last Name    Suffix    Firm Name  
           

Street Address <sup>\*</sup>    City <sup>\*</sup>    State <sup>\*</sup>    Zip <sup>\*</sup>  
           

Phone    Email Address  
   

Note that these informational sections of this page display several required fields (marked with red asterisks).

The page then gives you the option to upload a RJF or to have NYSCEF create the RJF from the information provided:

**RJI DOCUMENT**

NYSCEF will automatically create your RJI form and any addendums (if applicable), unless you choose to upload your own document. You will be able to view these documents before submitting your filing.

**File Name**  
 Browse... or  Create my RJI

**Additional Document Information**

**Special Instructions (Court Part, Judge, etc)**

Below these options are the Document Security statements (explained above), which relate to the content of the RJI, and the standard RJI affirmation:

**RJI AFFIRMATION**

I affirm under the penalty of perjury that, to my knowledge, other than as noted above, there are and have been no related actions or proceedings, nor has a request for judicial intervention previously been filed in this action or proceeding.

If I choose to have NYSCEF create the RJI for me, I acknowledge that I am the signatory of this RJI and that NYSCEF will create a PDF version of this RJI from the information entered, which I will review prior to upload.

## H. Paying for Your E-filing

Before you begin the payment process, you should review the list of filing fees to be sure that they are in order:

### Fees

Document	Fee Amount
SUMMONS + COMPLAINT	\$0.00
EXHIBIT(S) A	\$0.00
Index Fee	+ \$210.00
<b>Total Fees</b>	<b>\$210.00</b>

Once you have confirmed that the fees calculated by the system are in order, you will need to choose your payment method.

Primary payment methods are by credit card or bank card. Payment at court is available in some counties but not others, as NYSCEF rules allow individual County Clerks to discontinue this payment method. Additional methods of payment, such as debits to a debit account maintained with the County Clerk, may be available in

certain counties. The payment screen will display options for all available payment methods in the particular county where you are filing.

Note that if you pay by credit or bank card, your document is filed as soon as it is acknowledged by the NYSCEF system. However, if you choose to pay at court (where available), your document is not filed until that payment is made. Choose your payment method by clicking the button to the left of the desired payment method.

**Note:** When paying by credit card, be sure to complete all fields. If the address and zip code entered in the NYSCEF system do not match the address and zip code on the billing statement for the credit card presented, your payment will be declined and your document will not be filed. Instead, you will need to edit your credit card information and attempt to file your documents again.

If you choose "Pay at Court" (where available) for your payment method, you must bring your payment to the County Clerk's office. Your document will not be filed until you have paid at the County Clerk's office.

If you choose Fee Already Paid, be sure to indicate the date paid, the payment method, and the receipt or invoice number in the appropriate fields.

If you choose No Fee, you must have submitted a No Fee Authorization Letter as one of your documents in order to complete the payment process.

## Payment Information

Select your method of payment. Required fields apply only for the option that is selected.

**Credit Card**

We accept VISA, MasterCard, and American Express



Card Number \*

Expiration Date \*

 / 

First Name \*

Last Name \*

Security Code \*

Billing Street Address \*

Billing Zip Code \*

This is a foreign address

For information on how we process credit card transactions, please view our [Credit Card Processing Information](#) page.

**Fee Already Paid**

Date Paid (mm/dd/yyyy) \*



Receipt/Invoice No. \*

Payment Type

**No Fee:** I have uploaded a "No fee authorization" letter (letter is required)

If necessary, enter any comments about your payment by typing them in the field provided:

### Comments Regarding this Payment

Comments

Once all of your payment information has been entered, click the Next button.

## I. Review Your Filing

The NYSCEF system allows you to review your filing prior to submitting it. Start by reviewing the case information and caption. If you need to edit any of this

information, simply click on the "Edit Court and Case Type" or the "Edit Caption" link below:

#### Case Summary

Court: **New York County Supreme Court**  
Type: **Commercial - Contract**

[\\* Edit Court and Case Type](#)

#### Caption

Full Caption: **William Xyr, XYR Corp.**  
**vs**  
**Jerry M Doe, The Doe Dough Corp.**

[\\* Edit Caption](#)

Next, review the document list. If you want to view the image of your document, choose the document name, such as "Summons + Complaint", by clicking on it. An image of your document will appear in a pop up window. If you need to edit your documents, click the "Edit Documents" link, below:

#### Documents Ready for Filing

To view a document, click the *Document Type* link

Document Type Information	Special Instructions	Contains SSN	Motion No.	Fee
<b>Index Fee</b>				\$210.00
<a href="#">SUMMONS + COMPLAINT</a>		No		\$0.00
<a href="#">EXHIBIT(S) 1</a> Contract		No		+ \$0.00
<b>Total Fees</b>				<b>\$210.00</b>

[Edit Documents](#)

Review your payment details. If any payment details are incorrect, choose the "Edit Payment" link, below:

#### Payment (Credit Card)

##### Credit Card

Name: **Stuart Jung**  
Number: **XXXX-XXXX-XXXX-1111**  
Exp. Date: **06/17**  
Comment:

##### Credit Card Billing Address

Street Address: **60 Centre St**  
Zip/Postal Code: **10007**  
Foreign Address: **No**

[Edit Payment](#)

The review screen also includes a box where you may enter an internal file number for the case. In most instances, this internal file number may be visible only to you, not to the other parties in the case:

#### Attorney File Number - Optional

*This number will be used for display purposes on the Case Details page, and can be viewed by no one other than the person who entered it.*

Party Name	Add Attorney File Number
William Xyr	<input type="text"/>
XYR Corp.	<input type="text"/>

Insert a check mark to the left of the Filing Acknowledgment by placing your cursor on the box and clicking. You should be familiar with the provisions of GBL § 399-ddd and 22 NYCRR § 202.5(e) prior to making this acknowledgment.

#### Filing Acknowledgment

I acknowledge that I have read and understand the following:

1. [GBL §399-ddd\(6\)](#), which generally prohibits the filing of a document containing a social security number. When filing a document containing a social security number under a statutory exception, I have checked the appropriate box on the filing page.

2. [22 NYCRR §202.5\(e\)](#), which requires filers to omit or redact confidential personal information in documents submitted to the court for filing. When filing a document with redacted confidential personal information as defined in 22 NYCRR §202.5(e), I have checked the appropriate box on the filing page.

Once you have completed your review and confirmed all items are correct, click the File Documents button.

#### J. Confirmation of Filing

Once you have clicked the File Documents button, you will arrive at a screen that confirms that your electronically filed documents were received. If you are paying by credit card, this screen also will confirm that your credit card has been charged:



## Thank You for Filing Electronically

---

The NYSCEF site has successfully received your e-filed documents. A receipt will be e-mailed to you shortly.

Date Filings Received: **11/07/2013 3:11 PM**

### Case Summary

Court: **New York County Supreme Court**  
Type: **Commercial**  
Index #: **Not Assigned**  
Short Caption: **John J. Smith Jr. et al**  
[full caption](#) **vs**  
**The Doe Corporation**

[Add Case to eTrack](#) | [View Case Details](#)

## Thank You for Filing Electronically

---

The NYSCEF site has successfully received your e-filed documents. A receipt will be e-mailed to you shortly.

Date Filings Received: **11/07/2013 3:11 PM**

### Case Summary

Court: **New York County Supreme Court**  
Type: **Commercial**  
Index #: **Not Assigned**  
Short Caption: **John J. Smith Jr. et al**  
[full caption](#) **vs**  
**The Doe Corporation**

[Add Case to eTrack](#) | [View Case Details](#)

The confirmation screen also provides a detailed list of the documents you have filed. You can click on the document name, which serves as a link to an image of the document:

### Documents Filed

To view a document, click the Document link.

Document No.	Document Type Information	Special Instructions	Contains SSN	Motion No.	Fee
	<i><b>Index Fee</b></i>				<b>\$210.00</b>
1	<a href="#">SUMMONS + COMPLAINT</a>		No		<u>+ \$0.00</u>
				<b>Total Fees</b>	<b>\$210.00</b>

From the confirmation screen, you are able to print a payment receipt, an e-filing notice, and a Confirmation Notice. Simply click the proper button:

[Payment Receipt](#)   [e-Filing Notice](#)   [Confirmation Notice](#)

**e-Filing Notice:** You must print a Notice Regarding Availability of E-Filing to serve on each party that has not consented OR in a mandatory case, a Notice of Commencement of Mandatory E-Filed Case.

**Confirmation Notice:** If submitting a working copy of this filing to the court, you must include as a notification page firmly fastened thereto a copy of this Confirmation Notice.

The Payment Receipt is optional and provided for your convenience. If you have chosen to “Pay at Court” in a county that offers this payment option, it would be helpful to have this receipt accompany your payment to the Office of the County Clerk.

The appropriate e-Filing Notice must be served in hard copy along with the commencement documents in any e-filed case. The specific language in the notice depends on whether the case is mandatory or consensual. The NYSCEF system automatically generates the correct notice.

The Confirmation Notice must be firmly affixed to any working copy submission to the court and can also be stored as confirmation of your filing for your own records.

### K. Notification

Shortly after you have reached the confirmation page in the filing process, an e-mail notification confirming the filing of your documents will be sent to you. A sample e-mail follows:



**New York County Supreme Court  
Notification - 09/30/2013**

This is an AUTOMATED response for Supreme Court / Court of Claims cases.

*Please retain this notification for your records.*

The NYSCEF web site has received document(s) from the filing user, **Two Trainee** , for the following case/claim.

---

**Case Information**

Index #: **Not Assigned**

Short Caption: **testt - v. - test**

Assigned Case Judge: **No Judge Assigned**

---

**Filing User Information**

User Name: **Two Trainee**

Phone Number:

Fax Number:

Email Service Address: **kegan@courts.state.ny.us**

Work Address: **125 Jordan Road, Troy, NY, 12180**

---

**Documents Filed** *(To view a document, click the document type link)*

Doc #	Document Type	Description	Motion #	Received Date
1	<a href="#">SUMMONS + COMPLAINT</a>			09/30/2013

---

**E-mail Service Notifications Sent**


Name	Email Address
Two Trainee	kegan@courts.state.ny.us

## L. Issuance of Index or Claim Number

Once your commencement document has been filed, it will be reviewed by the County Clerk (in a Supreme Court action) or by the Court (in a Court of Claims matter). An index or claim number is not automatically assigned by the NYSCEF system. Instead, the appropriate staffer will review your filing. If all is in order, your filing will be accepted and an index or claim number will be issued. If there is

a problem with your filing, it may be rejected (if it falls within Uniform Rule 202.5(d)(1)) or it may be returned to you for correction (see Section IX, below).

Assuming your filing is in order and payment has been received, you will receive an e-mail with your index or claim number that looks like the following:

 <b>Cortland County Supreme Court</b> <b>ASSIGNMENT OF INDEX NUMBER</b>	
This is an AUTOMATED NOTICE. On 11/08/2013 at 9:07:12 AM, the case commenced by the following electronic filing:	
Document number: <b>1</b> Document type: <b>SUMMONS + COMPLAINT</b> Caption: <b>Joe Montana - v. - The New York Giants</b>	
was assigned the following index number:	
Index Number: <b>999118/2013</b> Date of Filing: <b>11/08/2013</b>	
<b>Filing User Information</b> User Name: <b>One Trainee</b> Phone Number: <b>212-123-4567</b> Fax Number: Email Service Address: <b>eftrain@nycourts.gov</b> Work Address: <b>TEST Address, Troy, NY, 12180</b>	
<b>Payment Information</b> Amount of payment: <b>\$210</b> Date of payment: <b>11/08/2013</b> Payment method: <b>VISA/MC</b> Authorization code: <b>000000</b> Payment Comments:	
<b>E-mail Service Notifications Sent</b>	
<b>Name</b>	<b>Email Address</b>
One Trainee	eftrain@nycourts.gov

## M. Service of Commencement Papers

Commencement papers must be served in hard copy pursuant to the Civil Practice Law and Rules together with the appropriate Notice of Electronic Filing.

If you are commencing a case in NYSCEF that is subject to consensual electronic filing, you must serve along with your commencement documents the *Notice of*

*Electronic Filing* that advises all other parties of your desire that this case proceed as an electronically filed case.

If you are commencing a case in NYSCEF that is subject to mandatory electronic filing, you must serve along with your commencement documents the *Notice of Electronic Filing* that notifies all other parties that electronic filing in this case is mandatory.

As stated in the Confirmation of Filing section, above, the correct form will automatically be generated when you click the E-Filing Notice button on the confirmation screen. You may also access these forms by clicking on the “Forms” link in the Resources section of the NYSCEF system.

There is a limited exception to the hard copy service requirement when the defendant/respondent is a registered NYSCEF user, consents to the use of e-filing in the case, and agrees to accept electronic service of the initiating documents.

Any affirmation or affidavit of service should be electronically filed in NYSCEF by choosing *Affirmation/Affidavit of Service* from the document list.

**Note:** Your affirmation or affidavit of service should reference service of not only the commencement papers, but also the *Notice of Electronic Filing*.

## **V. Participating in Electronic Filing**

Consent is required to participate in cases subject to consensual e-filing. Although any party to a consensual case may file documents electronically without the consent of any other party, electronic service via NYSCEF may only occur between or among consenting parties.

By starting an action in the NYSCEF system, the filing user has consented to e-filing in that action. Commencement documents served upon defendants/respondents must include the *Notice of Electronic Filing*.

In order to consent to e-filing in a consensual case, you need to have a valid Live System user name and password. Enter [www.nycourts.gov/efile](http://www.nycourts.gov/efile) into your web browser and you will arrive at the NYSCEF Welcome page. Choose the Supreme Court Live System by clicking the appropriate link. The Login page will open,

where you will enter your Live System user ID and password. (The login process is described in Section II, above.) You will arrive at the NYSCEF home page, where you have a number of options. To record your consent to e-filing in an existing case, click the “Consent/Represent” link shown below:




## Welcome to NYS Courts e-Filing

e-Filing is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.



All e-filed documents must conform to the [NYSCEF Document Requirements](#).

Supreme and Court of Claims	Bulk E-File	Cases
		
<ul style="list-style-type: none"><li>&gt; <a href="#">Start a New Case</a></li><li>&gt; <a href="#">File to Existing Case</a></li><li>&gt; <a href="#">Start 3rd Party Action</a></li><li>&gt; <a href="#">Consent/Represent</a></li></ul>	<ul style="list-style-type: none"><li>&gt; <a href="#">Multi-PDF Upload</a></li><li>&gt; <a href="#">Multi-PDF Help</a></li></ul>	<ul style="list-style-type: none"><li>&gt; <a href="#">My Cases</a></li><li>&gt; <a href="#">Case Search</a></li></ul>

The Consent/Represent screen will open. Here you will enter the index or claim number of the case in which you wish to record your consent and, in the drop down menu, choose the court in which the case is pending:

### Consent/Represent: Enter Case Information



Index/Claim #	Court
<input type="text"/>	<input type="text" value="New York County Supreme Court"/>

Cancel

Next

After supplying the information on this screen, click the Next button. You will then proceed to the Select Parties screen, on which you will be able to identify each party for whom you are consenting and on whose behalf you will be filing.

**e-File: Select Parties** ◀ Previous ?

---

**Case Summary**

Court: **New York County Supreme Court**  
Type: **Workers Comp App for Judgement**  
Index #: **999999/2007**  
Short Caption: **Workers' Compensation Board of the State of New York - v. - Jasper's Puppy Palace Incorporated et al**  
[full caption](#)

---

**Parties**

Check each party for whom you have been retained and on whose behalf you will be filing.

Main Caption:  
**Workers' Compensation Board of the State of New York - v. - Jasper's Puppy Palace Incorporated et al**

Select	Name	Role
<input type="checkbox"/>	Workers' Compensation Board of the State of New York	Plaintiff/Petitioner
<input checked="" type="checkbox"/>	Jasper's Puppy Palace Incorporated	Defendant/Respondent

Select the party or parties for whom you are consenting and filing on behalf of by placing the cursor in the box directly to the left and clicking so that a check mark appears.

**Caution:** Before indicating your consent in the NYSCEF system you must be fully familiar with the rules governing the e-filing process. By signing in with your User Name and indicating consent to e-filing, you are agreeing to be bound by the e-filing rules as well as rules governing access to documents in any authorized e-filing program.

**Notice**

By recording consent/representation, the party agrees to be bound by the NYSCEF Rules including, if applicable the [rules](#) governing access to documents in any authorized e-filing program and will comply with the User's Manual approved by the Chief Administrator of the Courts. Both documents can be found in the [User Manual](#) and [Rules & Legislation](#) sections of this website.

Once selected, the consent/representation will automatically be recorded electronically with the court and served electronically on all other participating parties.

If you need to review the e-filing rules, you may click the “Rules & Legislation” link that appears in the gray Notice box and at the bottom of every NYSCEF screen.

Once you have indicated all parties for whom you are consenting to e-filing, click the Consent button. An e-mail notification of your consent will be sent to you and all other parties who have consented in the case.

**Consent to e-filing does not constitute an appearance in the case under CPLR 320.**

Consent is not required in a case subject to mandatory e-filing. The plaintiff/petitioner must commence the case by filing the commencement documents electronically with the County Clerk. The appropriate *Notice of Electronic Filing* must accompany commencement documents served on the defendants/respondents.

Parties served in a mandatory case do not record their consent; instead, they record their representation. Parties wishing to record their representation follow the same consent procedure noted above. However, since the index number they enter will identify the case as subject to mandatory e-filing, the subsequent Consent/Representation screen will be tailored to allow these users to identify who they are representing and filing on behalf of.

**Note on non-participation:** In a consensual case, the Rules provide that a party served with a *Notice of Electronic Filing* must file and serve on all other parties “either a consent or a declination of consent.” There is no specific form for a declination of consent; a letter stating that the party withholds consent will suffice. Note, however, that unrepresented parties are exempt from e-filing – unless they wish to participate – and are not required to respond to a Notice.

In a mandatory case, attorneys who do not wish to participate must file a *Notice of Opt-Out from Participation in Action Subject to Mandatory Electronic Filing* with the County Clerk. Unrepresented parties are exempt from e-filing even in mandatory actions – unless they wish to participate – and are not required to file an opt-out form.



What happens if all parties to your action do not participate in e-filing? Even if all other parties to your case do not participate in e-filing, the case still may proceed as a NYSCEF matter. However, you will need to serve all non-participating parties in hard copy.

All of your filings, including any *Affirmation/Affidavit of Service* for documents served in hard copy, should still be made electronically through the NYSCEF System.

In cases in which some parties are filing via NYSCEF and other parties are filing in hard copy, the NYSCEF docket may not be complete. However, the clerk and the court will make every effort to complete the NYSCEF docket by scanning and filing hard copy submissions.

## **VI. Filing Subsequent Papers, Including Motions**

### **A. Parties**

An attorney or party who has commenced an action via the NYSCEF system or an attorney or party who has consented to electronic filing in a consensual case or recorded representation in a mandatory case can electronically file a document at any time. To file a document in an existing action, log in and choose to “File to Existing Case” link shown below:




## Welcome to NYS Courts e-Filing

e-Filing is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.



All e-filed documents must conform to the [NYSCEF Document Requirements](#).

Supreme and Court of Claims	Bulk E-File	Cases
		
<ul style="list-style-type: none"><li>› <a href="#">Start a New Case</a></li><li>› <a href="#">File to Existing Case</a></li><li>› <a href="#">Start 3rd Party Action</a></li><li>› <a href="#">Consent/Represent</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Multi-PDF Upload</a></li><li>› <a href="#">Multi-PDF Help</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">My Cases</a></li><li>› <a href="#">Case Search</a></li></ul>

On the next screen, you will need to enter the index or claim number and then, from the drop down menu, select the appropriate court. In the area below, indicate whether the document being filed is a motion or a non-motion document. Please be sure to read each choice carefully and select your choice by clicking the circle directly to the left. You may also need to indicate if 1) you are filing an unredacted document to be attached to a previously filed redacted document as permitted by court rule; or 2) you are filing a document as a non-party to the case.

**I am Filing: \***

<b>Motion Documents</b>	<b>Non-Motion Documents</b>
<input type="radio"/> Notice of motion/petition	<input type="radio"/> Documents not related to a motion/petition/OSC (e.g. answer, note of issue, stipulation of discontinuance)
<input type="radio"/> Notice of cross-motion	<input type="radio"/> Proposed Judgment to Clerk or Court
<input type="radio"/> Proposed order to show cause/ex parte app.	
<input type="radio"/> Documents relating to an existing motion/ cross-motion/petition/OSC	

OR

**Attach Un-Redacted Version**

I am filing an un-redacted document to be attached to a previously filed redacted document, pursuant to [22 NYCRR §202.5\(e\)](#) or [22 NYCRR §206.5\(e\)](#).

**Additional Options**

I am filing as a non-party to this case.

[File 3rd Party Action](#)

Once you have entered the information to identify your case and indicated the general type of document being filed, click on the Next button.

If you are filing a non-motion document, you will proceed through the same Add Documents and Review Your Filing screens that you encounter when starting a case in the NYSCEF system (see Section IV). If you are submitting a document that requires a fee, you will proceed to the Payment Information page (see Section IV (H)). If there is no fee required, you will proceed to the page confirming your filing (see Section IV (J)).

If you are filing a motion, after completing the Add Document screen, you will proceed to an Add Motion Information screen. Here you will select the main relief sought by your motion from a drop-down menu and, if necessary, any secondary relief sought in a separate drop-down.

## Documents Ready for Filing

To view a document, click the *Document Type* link

Document Type	Contains SSN	Fee
<b>Index Fee</b>		\$0.00
<a href="#">NOTICE OF MOTION</a>	No	\$45.00
<a href="#">AFFIDAVIT OR AFFIRMATION IN SUPPORT OF MOTION</a>	No	+ \$0.00
<b>Total Fees</b>		<b>\$45.00</b>

## Add Additional Information for Motion

**Document:** 1 NOTICE OF MOTION

**Main Relief Sought \***

**Secondary Reliefs Sought** (Hold Ctrl button to select multiple items)

Attorney - Assign  
(PL)APPL FOR SECURITY INTEREST  
APPOINTMENT OF ARBITRATOR  
Alternate Service

**Return Date** (mm/dd/yyyy)

**Time for service of notice & affidavits [CPLR 2214\(b\)?](#)**

Papers include CPLR 2214(b) notice.

Cancel

Previous

Next

Below the drop-down menus, you will fill in the return date of the motion and, if the papers include a CPLR 2214(b) notice, check the box.

Once the additional information for your motion is complete, click on the Next button. You will be given the opportunity to review your filing and, if you are submitting a document that requires a fee, you will proceed to the Payment Information page (see Section IV (H)). After paying any required fee, you will proceed to the page confirming your filing (see Section IV (J)).

Open your Confirmation Notice (a portion of which appears below) to view a list of e-mail notifications sent by the NYSCEF system and a listing of any parties to

the case who are not participating in e-filing (and therefore must be served in hard copy).

### E-mail Notifications

An e-mail notification regarding this filing has been sent to the following address(es) on 05/21/2013 11:21 AM:  
CarucciTestAtty, Jeff - jcarucci@courts.state.ny.us  
westchest, STest - jdd8@westchestergov.com

### Opted-Out Parties

The following appearing parties listed below have opted out of E Filing and must be served in Hard Copy

Party Name	Notification Address
123 Business Corp	123 business corp 123 main st new york, NY 11111

In addition, a notification of receipt will be e-mailed to you and all of the other participating parties in your case. The notification will be similar to the notice received when a case is commenced (see Section IV (K)).

If the document you have submitted bears a fee, you will subsequently receive an e-mail notification when this fee is processed by the County Clerk. And if the Court Clerk also takes action on your filing, such as assigning a motion number or assigning a judge, an e-mail notification will issue to you confirming the action taken.

Each separate motion will be given a motion number in NYSCEF. In some counties, each cross-motion is also given a motion number.

If you are filing documents in connection with a motion that has been issued a motion number, the NYSCEF System will ask you to identify the number of the motion your documents are connected to. Properly grouping your motion filings in the NYSCEF system also allows motion documents to be grouped together in appropriate folders in the electronic docket.

## B. Non-Parties

Non-parties may file to an existing case. As with parties, you must log in, choose "File to an Existing Case", then enter the case information and indicate whether

the document being filed is a motion or non-motion document. Then, in the Additional Options section, you must check the box to indicate that you are filing as a non-party:

**Additional Options**

I am filing as a non-party to this case.

[File 3rd Party Action](#)

When you click Next, you will open an Add a Non-Party page where you must enter the name of the non-party, whether it is a business/organization or an individual:

**Current Non-Parties**

	Name	Role
<input type="checkbox"/>	Non-Party Test Notifications	Non-Party
<input type="checkbox"/>	NYSCEF TEST	Non-Party
<input type="checkbox"/>	RogShap Esq.	Non-Party
<input type="checkbox"/>	NON PARTY - JS	Non-Party

**Party Name**

*At least 2 characters are required for business/organization name, and at least 1 character for first and last name*

Business/Organization Name

**-or-**

First Name      Middle      Last Name      Suffix

Other Name/Status

You will then proceed through the Add Documents and Payment Information screens that you encounter when starting a case in the NYSCEF system (see Section IV).

**Note:** As a non-party filer, you must have a valid User Name and Password to file to the case. If you are an attorney admitted pro hac vice, you must obtain a User Name and Password specific to the case (see Section II).

Also, as a non-party filer, you will not have access to any secure (if filed as such prior to April 15, 2013) or sealed documents in the case docket.

## VII. E-Filing Third-Party Actions

A defendant in an action filed in the NYSCEF system may electronically commence a third-party action. To commence a third-party action, log in and choose the “Start 3rd Party Action” link shown below:

### Welcome to NYS Courts e-Filing




---

e-Filing is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.



All e-filed documents must conform to the [NYSCEF Document Requirements](#).

Supreme and Court of Claims	Bulk E-File	Cases
		
<ul style="list-style-type: none"><li>&gt; <a href="#">Start a New Case</a></li><li>&gt; <a href="#">File to Existing Case</a></li><li>&gt; <a href="#">Start 3rd Party Action</a></li><li>&gt; <a href="#">Consent/Represent</a></li></ul>	<ul style="list-style-type: none"><li>&gt; <a href="#">Multi-PDF Upload</a></li><li>&gt; <a href="#">Multi-PDF Help</a></li></ul>	<ul style="list-style-type: none"><li>&gt; <a href="#">My Cases</a></li><li>&gt; <a href="#">Case Search</a></li></ul>

You will need to enter case identifying information, which consists of the index/claim number of the main case and the court in which it is pending.

## e-File 3rd Party Action: Enter Case Information

Enter the Index Number of the main action you want to file a 3rd party action to.

**Index/Claim # \***

**Court \***

After you enter the information and click Next, the Select Parties screen will open. Select the third-party plaintiff/petitioner from the list of defendant/respondents named in the main case by checking the appropriate box, then click the Represent button. Note that by doing so, you agree to be bound by the NYSCEF rules, including rules governing access to documents.

## e-File 3rd Party Action: Select Parties

[Previous](#) 

### Case Summary

Court: **Westchester County Supreme Court**  
Type: **Small Claims Assessment Review**  
Index #: **999111/2013**  
Short Caption: **Test Test - v. - Mount Vernon City**  
[full caption](#)

### Parties

Check each party for whom you have been retained and on whose behalf you will be filing.

Main Caption: **Test Test - v. - Mount Vernon City**

Select	Name	Role
<input type="checkbox"/>	Test Test	Plaintiff/Petitioner
<input checked="" type="checkbox"/>	Mount Vernon City	Defendant/Respondent

### Notice

By recording consent/representation, the party agrees to be bound by the NYSCEF Rules including, if applicable the [rules](#) governing access to documents in any authorized e-filing program and will comply with the User's Manual approved by the Chief Administrator of the Courts. Both documents can be found in the [User Manual](#) and [Rules & Legislation](#) sections of this website.

Once selected, the consent/representation will automatically be recorded electronically with the court and served electronically on all other participating parties.

Cancel

Previous

Represent



Next, the Add Parties screen will open. Here enter the names of the third-party defendants/respondents in the appropriate fields below. When you are finished entering the information, click Next.

### Select 3rd Party Plaintiffs/Petitioners

	Name	Representing Attorney	Current Role in Case
<input checked="" type="checkbox"/>	Mount Vernon City	Live - Test Attorney ID 1C	Defendant/Respondent

### Add 3rd Party Defendants/Respondents

*At least 2 characters are required for business/organization name, and at least 1 character for first and last name.*

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	<input type="button" value="Add Other Name/Status"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	<input type="button" value="Add Other Name/Status"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	<input type="button" value="Add Other Name/Status"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	<input type="button" value="Add Other Name/Status"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	<input type="button" value="Add Other Name/Status"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

The Add Documents screen opens. Here the only main document type available is a third-party summons/complaint. After you add the document, you may include Additional Document Information and Special Instructions in those fields.

### Main Document

 For detailed instructions on how to file your documents, refer to our [Filing Help](#) page.

Document Type  
**THIRD PARTY SUMMONS/COMPLAINT**

File Name \*

Additional Document Information

Special Instructions (Court Part, Judge, etc)

Though not shown in the above image, the page will require you to provide Document Security information (see Section IV(G)).

The next screen shows the index number fee of \$210.00 and allows you to add accompanying documents to the filing. You select the document type from the drop-down and, as on the previous screen, may provide Additional Document Information and Special Instructions, along with Document Security information.

**Documents Ready for Filing**  
*To view a document, click the [Document Type](#) link.*

Document Type	Contains SSN	Fee	Action
<b>3rd Party Index Fee</b>		\$210.00	
<a href="#">THIRD PARTY SUMMONS/COMPLAINT</a>	No	+ \$0.00	<input type="button" value="Edit"/>
<b>Total Fees</b>		<b>\$210.00</b>	

**Accompanying Documents**

**Document 2**

Document Type

File Name   Exhibit No./Letter

Additional Document Information  Special Instructions (Court Part, Judge, etc)

The next screen is the payment screen, which follows the same process described in Section IV(H).

The next screen allows you to review your filing, including the payment method previously selected. You may add an attorney filing number for your third-party filing and you must acknowledge familiarity with the provisions of GBL § 399-ddd and NYCRR § 202.5(e).

Click the File Documents button to file the third-party summons/complaint.

The Thank You screen shows the documents filed and the fee paid. The e-Filing Notice button will print the appropriate notice that must accompany the hard-copy service of the commencement documents.

### **VIII. E-Filing Judgments**

To reach the judgment screen, log in and choose “File to Existing Case” as explained in the previous section. Enter the index/claim number in the box and select the court from the drop-down menu. On the next screen, under Non-Motion Documents, an option for Proposed Judgment to Clerk or Court will appear.

After selecting this option and clicking the Next button, an Add Documents screen will open. The screen, tailored to the submission of proposed judgments only, displays a drop-down Document Type menu limited to these options: Judgment Clerk Default (Proposed); Judgment – to County Clerk (Proposed); Judgment – to Court (Proposed); and Judgment by Confession (Proposed). (The Judgment by Confession option will not appear in all counties.) Select the correct judgment type from the drop-down, attach the PDF of the proposed judgment, and fill in the other document criteria as needed. Then click the Next button.

An Add Accompanying Documents screen will open. Here, select any required or optional documents from the drop-down menu, attach the PDFs of those documents, and enter any document criteria as needed. You also may upload any documents that are related to the judgment but are not presently part of the NYSCEF record. When you have selected all documents, click the Next button. An Assemble Judgment Roll screen will open. The Judgment Roll section of the screen will display a list of ALL documents in the e-docket. You may choose any or all of these documents to be included in the judgment roll by checking the box alongside the document number. A Sort By drop down allows you to search for certain documents by document type, document number, file date, filer, and motion number.

Caution: You must select at least one document for the judgment roll. Failure to select any documents will result in an error message.

When you have completed selecting documents for the judgment roll, click the Next button.

A Review Your Filing screen opens, which allows you to edit any of the previously entered information, including the proposed judgment roll, by clicking the links under Document Type. Remember to enter your internal file number (if any) and to check the Filing Acknowledgment. When you have confirmed your filing, a payment screen may open, e.g., for a Clerk Default Judgment (see Section IV(H)).

After reviewing your filing, or making payment if required, click the File Documents button to file the proposed judgment. A Thank You page completes the process.

#### **IX. Rejection and Return for Correction**

The clerk reviewing your document in NYSCEF will reject documents with certain types of defects and will return documents with other types of defects for correction.

An e-filed document will be rejected only for one or more of four reasons set forth in Uniform Rule 202.5(d)(1). These reasons include:

- 
- The document lacks an index number;
- The summons, complaint, petition, or judgment contains “et al” or otherwise does not contain a full caption;
- The document sought to be filed with the County Clerk is filed in the wrong court;
- The document is not signed in accordance with section 130-1.1-a of the Rules of the Chief Administrator.

A rejected document is removed from the case docket. An e-mail notification informs both the filer and all participating users that the document has been removed and the reason for the removal.

An e-filed document may be returned for correction for many reasons. These reasons may include:

- The document type does not match document submitted;
- Multiple documents must be submitted separately;
- Pages missing/out of order;
- The document is illegible/blank/rotated;
- There is a problem with payment option selected;
- The caption does not match case record;

- Supplementary information is requested;
- Other specified problems with the document.



**New York County Supreme Court**  
**DOCUMENT RETURNED FOR CORRECTION**  
**07/31/2013**

This is an AUTOMATED response for Supreme Court / Court of Claims cases.  
 On 07/31/2013 11:08 AM, Lisa M White returned the following document(s) for correction from case:

Case/Docket #: 999998/2013  
 Short Caption: Jackie Doe et al - v. - Jane Doe et al  
 Assigned Judge: NOT ASSIGNED

**Documents Returned** *(To view a document, click the document type link)*

Doc #	Document Type	Description	Motion #	Received Date
14	<a href="#">NOTICE OF MOTION</a>	Test	000	06/24/2013

**Return Reason**  
 for a test

**Re-file Instructions - DO NOT FILE A NEW DOCUMENT**  
 To file a corrected document, go to the Document List for this case and click the "Re-File" link for the document.

When a document is returned for correction, an e-mail notification informs the filer of the reason for the correction. The filer is instructed to file the corrected document by clicking the "Re-File" link on the Document List. The corrected document will retain the document number of the returned document, with a notation that it has been corrected. The case docket will indicate that the document has been returned and the image of that returned document will not be available for view in the docket. In addition, the document detail will show the reason the document was returned for correction. However, if the NYSCEF system served the original filing upon other parties, they will still be able to view the original filing via a link provided in the service e-mail.

**X. Service through NYSCEF**

In a consensual case in which other parties have consented to e-filing and in a mandatory case where other parties have recorded their representation, the NYSCEF system serves filed documents upon these participating parties. Parties who have withheld their consent in a consensual case, have opted out of a

mandatory case must be served in hard copy, or unrepresented parties who have chosen not to participate in e-filing must be served in hard copy.

Service occurs when the notification of receipt of a filing is e-mailed to the user who has submitted the filing as well as to the primary e-mail (and cc) addresses of all other NYSCEF users who have consented in the case. This notification identifies each user who has received the notification e-mail. Pursuant to the e-filing rules, transmission of this notification constitutes service of the document. An affidavit of service does not need to be filed.

**Thus, the act of filing an interlocutory document in the NYSCEF system results in service upon all NYSCEF participants in the case.**

However, as set forth in the e-filing rules, service will not be effective if the filing party learns that the transmission did not reach the e-mail address of any person to be served.

The primary e-mail address of a user in the NYSCEF system is the address to which service is made. As a result, a user should be sure that an up-to-date primary e-mail address always exists in the system.

## **XI. Converting a Case to NYSCEF**

Existing cases with hard copy filings that are eligible for e-filing can be converted to NYSCEF. The method for converting a case is to complete a *Stipulation and Consent to E-Filing*, which can be found by clicking the “Forms” link in NYSCEF. Once all parties have completed the *Stipulation and Consent to E-Filing*, it must be provided to the appropriate clerk, who will coordinate the conversion of your case to NYSCEF.

Once your case has been successfully converted from hard copy to NYSCEF, you will receive notification that you can record your consent to electronic filing in the NYSCEF system.

A party who wishes to begin electronically filing in a case commenced in hard copy but has not secured a *Stipulation and Consent to E-Filing* should contact the County Clerk or the court in which the case is pending to discuss how to proceed.

## **XII. My Case Searches**

NYSCEF is not only a system through which documents can be filed. It is also a system through which e-filed documents can be searched and viewed at no cost. Not only can filers search documents filed in cases in which they are e-filing

participants, the general public can also search all NYSCEF cases and view any document that has not been sealed, otherwise restricted, or marked secure prior to April 15, 2013 (see Section IV (G) ).

### A. Searching Your Cases

To search your NYSCEF cases, log in to the NYSCEF Live System. To search cases in which you are an e-filing participant, click on the “My Cases” link shown below:



#### **Welcome to NYS Courts e-Filing**

e-Filing is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.



All e-filed documents must conform to the [NYSCEF Document Requirements](#).

Supreme and Court of Claims	Bulk E-File	Cases
		
<ul style="list-style-type: none"><li>› <a href="#">Start a New Case</a></li><li>› <a href="#">File to Existing Case</a></li><li>› <a href="#">Start 3rd Party Action</a></li><li>› <a href="#">Consent/Represent</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">Multi-PDF Upload</a></li><li>› <a href="#">Multi-PDF Help</a></li></ul>	<ul style="list-style-type: none"><li>› <a href="#">My Cases</a></li><li>› <a href="#">Case Search</a></li></ul>

A listing of all the cases in which you are a participant will appear. You may narrow your results by selecting a particular court, case type, or case status from the drop down menus. You may also sort the results by one of the following criteria:

- Claim or Index Number
- Case Status
- Caption
- Court
- Case Type
- Receive Date

- eFiling Status

To sort your list, click the down arrow of the Sort By drop down, click the desired category, then click the Sort button:

Sort By:

To view a case, click on the [Index/Claim # link](#)  
 \* indicates a case with documents which have been Returned for Correction

Index/Claim # Receive Date	eFiling Status Case Status	Caption	Court Case Type	Add Filings
<a href="#">999777/2013</a> 03/28/2013	Approved for EF	swestc1 A - v. - Bo Bo	Westchester County Supreme Court Tort	<a href="#">File Documents</a>
* <a href="#">999999/2007</a> 06/14/2007	Approved for EF	Workers' Compensation Board of the State of New York - v. - Jasper's Puppy Palace Incorporated et al	New York County Supreme Court Commercial (General)	<a href="#">File Documents</a>
* <a href="#">Not Assigned</a> 05/21/2013	Partial Opt out Recorded	Jackie Doe, Jr. - v. - Janey Doe et al	New York County Supreme Court Commercial	<a href="#">File Documents</a>
<a href="#">99999/2012</a> 04/20/2012	Partial Participation Recorded	TEST TEST TEST TEST - v. - TEST TEST TEST TEST	Westchester County Supreme Court Workers Comp App for Judgement	<a href="#">File Documents</a>

## B. Viewing a Case Summary

To see additional details about the case, click the link in the column for Index/Claim #. You will see a Case Summary, which contains basic case details such as the court, case type, index or claim number, and caption. It will also contain additional details such as the e-filing status of the case and any Assigned Judge:

**999999/2016 - New York County Supreme Court**

Short Caption: **TEST NYSCEF - v. - CCIS**

Case Type: Torts - Other

Case Status: Active

eFiling Status: Full Participation Recorded

Assigned Judge: **Robert R Reed**

[✉ E-mail Participating Parties](#)

Note that in the bottom left hand corner of the Case Summary box there is an “E-mail Participating Parties” link. This feature allows you to send an e-mail to all parties in the case who are participating in e-filing. This feature is provided as a



courtesy and you do not need to use this link to serve documents in this action. However, if you wish to contact the participating parties for any reason, you can utilize this link. Please note that NYSCEF does not retain any e-mail sent using this link.

### C. View Document List

Below the Case Summary, you will find the Document List tab displayed. Here you can view a list of documents filed in the case you are viewing.

The box above the list of documents provides various “narrow by” options, including document type, motion number, filer, and filing date range.




The screenshot shows a web interface with four tabs: "Document List", "Case Detail", "Comments", and "Court Notices". The "Document List" tab is active. Below the tabs is a "Narrow By Options" section. It contains several input fields: "Document Type:" with a dropdown menu showing "Please select..."; "Motion Info:" with a dropdown menu showing "Please select..."; "Document Number:" with a text input field; "Filed By:" with a dropdown menu showing "Please select..."; and "Filed Date:" with two date pickers and the word "thru" between them. There are also two buttons: "Narrow Document List" and "Clear". In the top right corner of the section, there is a PDF icon and a link that says "Print Document List". Below the date pickers, there is a link that says "Display Document List with Motion Folders" with a folder icon.

You may gather all documents related to motions into motion folders by clicking the “Show Motion Folders” link. The resulting document list will display the motion folder icon for each motion in the docket by sequence number. By finding a specific motion number in the document list and clicking the “View all documents for this motion” link, you will access a display of all filed documents related to that motion. The Print Document List link displays the entire case docket as a PDF file.

To view details, click on the Doc # link

Doc #	Document Type Information	Status	Received Date Filing User	View
<a href="#">1</a>	<a href="#">SUMMONS + COMPLAINT</a> - *Corrected*	Processed	05/23/2016 <a href="#">Center, R.</a>	<a href="#">Confirmation Notice</a>
<a href="#">2</a>	<a href="#">NOTICE OF MOTION ACCOMPANYING COMMENCEMENT DOC (S) (Motion# 001)</a>	Processed	05/20/2016 <a href="#">Center, R.</a>	<a href="#">Confirmation Notice</a>

 [View all documents for this motion](#)

You also may sort the Document List by the following categories:

- Document Number
- Filing User
- Receive Date
- Status
- Type

To sort your document list, click the down arrow of the Sort By drop down, click the desired category, then click the Sort button:

Sort By:

To view details, click on the Doc # link

Doc #	Document Type Information	Status	Received Date Filing User	View
<a href="#">1</a>	<a href="#">SUMMONS + COMPLAINT</a> - *Corrected*	Processed	05/23/2016 <a href="#">Center, R.</a>	<a href="#">Confirmation Notice</a>
<a href="#">2</a>	<a href="#">NOTICE OF MOTION ACCOMPANYING COMMENCEMENT DOC (S) (Motion# 001)</a>	Processed	05/20/2016 <a href="#">Center, R.</a>	<a href="#">Confirmation Notice</a>
<a href="#">3</a>	<a href="#">AFFIDAVIT OR AFFIRMATION IN SUPPORT</a>	Processed	05/20/2016 <a href="#">Center, R.</a>	<a href="#">Confirmation Notice</a>
<a href="#">4</a>	<a href="#">RJ1-RE: NOTICE OF MOTION</a>	Processed	05/20/2016 <a href="#">Center, R.</a>	<a href="#">Payment Receipt</a> <a href="#">Confirmation Notice</a>

The document list shows the document number, document type, the status of the document, the received date, and the filing user. To view an image of any document appearing on the list, simply click on the document name, such as “SUMMONS + COMPLAINT”, and an image of the document will open. However, if the document has been returned for correction, you will not be able to view an image of the document. In addition, links in the far right column allow you to access the Confirmation Notice generated by NYSCEF upon the filing of that document and, if the document was a fee document, the receipt generated by NYSCEF upon the payment of that fee.

## D. View Document Details

To view additional details about your document, click on the document number to the left of the document name on the Document List tab, as shown below:



The screenshot shows a web interface with a navigation bar at the top containing tabs for "Document List", "Case Detail", "Comments", and "Court Notices". The "Document List" tab is active. Below the navigation bar, there are two links: "Show Motion Folders" and "Print Document List".

The main content area is titled "Narrow By Options" and contains several filters:

- Document Type: Please select... (dropdown)
- Filed By: Please select... (dropdown)
- Motion Number: Please select... (dropdown)
- Filed Date: [ ] thru [ ] (date pickers)

Below the filters are two buttons: "Narrow Document List" and "Clear".

Underneath the filters is a "Sort By:" section with a dropdown menu set to "Doc #" and a "Sort" button.

A note below the sorting options reads: "To view details, click on the Doc # link".

The main content is a table with the following columns: "Doc #", "Document Type Information", "Status", "Received Date", "View", and "Filing User".

Doc #	Document Type Information	Status	Received Date	View	Filing User
<a href="#">1</a>	<a href="#">SUMMONS + COMPLAINT - "Corrected"</a>	Processed	05/23/2016	<a href="#">Confirmation Notice</a>	Center, R.
<a href="#">2</a>	<a href="#">NOTICE OF MOTION ACCOMPANYING COMMENCEMENT DOC (S) (Motion# 001)</a>	Processed	05/20/2016	<a href="#">Confirmation Notice</a>	Center, R.

A new Document Detail tab will appear that displays various details about your document.

Document List	Case Detail	Document Detail	Comments	Court Notices
<a href="#">Confirmation Notice</a>				
<p>Document Number: <b>1</b>  Document Type: <b>SUMMONS + COMPLAINT - *Corrected*</b>  Status: <b>Processed</b>  Received Date: <b>05/23/2016 03:35 PM</b>  Filed By/Date: <b>Center, R. on 05/20/2016 12:00 AM</b>  Modified By/Date: <b>Galvin, M. on May 23, 2016 3:29:38 PM</b>  Acknowledgement of <a href="#">GBL §399-ddd</a> and <a href="#">22 NYCRR §202.5(e)</a>: <b>Center, R. on 05/20/2016 12:00 AM</b></p>				
<p><b>Initial Filing</b>  Document Type: <b>SUMMONS + COMPLAINT</b>  Received Date: <b>05/20/2016 11:06 AM</b>  E-Mail Service Notifications: <b>Sent on 05/20/2016 11:06 AM to:</b>  Center, Resource - <a href="mailto:jstefani@nycourts.gov">jstefani@nycourts.gov</a>;  <a href="#">Initial Confirmation Notice</a></p>				
<p><b>Payment Information</b>  Payment Type: <b>Previously Paid</b>  Date Paid:  Fee Amount: <b>\$210.00 (Index fee)</b>  Payment Comments:</p>				
<p><b>Court Review</b>  Reviewed By/Date: <b>Galvin, M. on May 23, 2016 3:35:54 PM</b></p>				
<p><b>E-Mail Service Notifications</b>  <b>Sent on 05/23/2016 03:35 PM to:</b>  Center, Resource - <a href="mailto:jstefani@nycourts.gov">jstefani@nycourts.gov</a>; ID JC, Live - Test Attorney - <a href="mailto:kmackin@nycourts.gov">kmackin@nycourts.gov</a>;</p> <p><b>NOTE:</b> There may be parties in this case who have neither "opted out" nor recorded their participation in E-Filing. See Case Detail screen for information.</p>				

These details include, in the box at the top, filing information about the document; security information, e.g., whether the document is sealed or contains a social security number); payment information (e.g., the amount of the fee and the manner of payment); the results of any court review of the document; and the recipients of e-mail notifications. If the case includes parties who are not participating in e-filing, that fact will be noted with the reminder that any non-participating parties must be served in hard copy.

Also note that the Document Details tab provides an additional way to access the Confirmation Notice for a document. (See also the Document List discussion, above.) If you forget to print your Confirmation Notice when you first file your document and then need to print that Confirmation Notice to firmly affix to a working copy requested by the court, it can be accessed from this tab.

## E. View Case Details

Below your Case Summary you will find the Case Details tab displayed.

**Index not Assigned** - New York County Supreme Court

Short Caption: **Jackie Doe, Jr. - v. - Janey Doe et al**

Case Type: Commercial  
Case Status: R/J Pending  
eFiling Status: Partial Opt out Recorded  
Assigned Judge:

Document List   **Case Detail**   3rd Party Actions   Comments

Clicking this tab allows you to view the case caption, the consents recorded for the parties, any non-participating parties, and any authorized agents:

[Confirmation Notice](#)

Full Caption: **Jackie Doe vs Janey Doe, 123 Business Corp**  
Municipality: **New York City Housing Authority**

**Plaintiffs/Petitioners**

Name	Represented By (Attorney File #)
Jackie Doe	Westchest, Stest

**Defendants/Respondents**

Name	Represented By (Attorney File #)
Janey Doe	Caruccitestatty, Jeff ( <a href="#">Add Attorney File #</a> )
123 Business Corp	<b>Party has opted-out of e-filing</b> 123 business corp 123 main st new york, NY 11111

**Authorized Agents**

Attorney Name	Authorized Agent	Authorization Date	Revocation Date
Carucci, Jeffrey	Agent, EF Resource Center	8/12/2013	
Center, Resource	Agent, EF Resource Center	8/12/2013	

## XIII. Public Case Searches

Case searches can be performed by visitors to [www.nycourts.gov/efile](http://www.nycourts.gov/efile) even if they do not have a User Name and Password. Visitors simply click on the Search as Guest button near the bottom left of the login page:

## Login

[Help](#)

This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts. See our [Authorized Courts and Case Types](#) page.

### Log in to My Account

User Name (or Registration Number \*)

Password

[Log In](#)

[Forgot your User Name or Password?](#)

### Create an Account

Create an account and start filing documents electronically

[Create Account](#)

-OR-

You can search for cases and documents as a guest.

[Search as Guest](#)

*\* If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password. New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing Create Attorney Online Services Account. [More details.](#)*

After entering the security code, you will arrive at the Case Search page allowing you to search by Case Identifier (the index/claim number, attorney file number, or 3<sup>rd</sup> party index number):

**Case Identifier**    [Name](#)    [Tax Cert/SCAR](#)

**Case Identifier Type**

Full Index/Claim Number     Attorney File Number     3rd Party Index Number

**Number**

   [How do I enter my Index Number?](#)

OR

*If you don't know the format of the index number you are trying to search, you can enter the index number separately from the year. The Year is optional.*

**Number**    **Year**

[Search](#)    [Show Narrow By Options](#)

by Name (party or attorney):

The screenshot shows a search interface with three tabs: 'Case Identifier', 'Name', and 'Tax Cert/SCAR'. The 'Name' tab is active. Below the tabs, there is a text instruction: "Business/Organization name requires at least 2 characters. First and Last name require at least 1 character." Underneath, there is a section titled "Name Type" with two radio buttons: "Party" (selected) and "Attorney". Below that is a section titled "Business/Organization" with a single text input field. Further down, there are three text input fields labeled "First", "Middle", and "Last". At the bottom of the form, there are two buttons: "Search" and "Show Narrow By Options".

or Tax Cert/SCAR matters (by block and lot):

The screenshot shows a search interface with three tabs: 'Case Identifier', 'Name', and 'Tax Cert/SCAR'. The 'Tax Cert/SCAR' tab is active. Below the tabs, there is a section titled "Tax Cert" with a text instruction: "Block and Lot are required to search by Tax Cert." Underneath, there are three text input fields labeled "Section", "Block\*", and "Lot\*". Below this section, there is a horizontal line with the word "OR" in the center. Below the line, there is a section titled "SCAR" with a text instruction: "Section, Block and Lot are required to search by SCAR." Underneath, there are four text input fields labeled "District", "Section\*", "Block\*", and "Lot\*". At the bottom of the form, there are two buttons: "Search" and "Show Narrow By Options".

You also may narrow your search under any of these criteria by clicking the Show Narrow By Options button before clicking the Search button. These narrow by options include county, case type, and filing date range.

Once you have entered at least the minimum information required, click on the Search button. Your search results will be displayed.

#### XIV. Your Account

Users of the NYSCEF Live System have the ability and obligation to manage account information.

In fact, users are immediately instructed to change the password assigned when an account is first set up. Users are also obligated to immediately report to the E-Filing Resource Center any concern that a User Name and Password has been compromised.

To view additional account information, log in to the NYSCEF Live System and look to the panel of resources on the left. In the My Account section, click on the “View” link.

### My Account

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\* Required

#### My Login

Name: **Jeff CarucciTestAtty**

User Name: **jcaruccitestatty**

[Update Login Information](#): Change your password, update your challenge questions, or update your e-mail address.

#### My NYSCEF Contact Information

*Your contact information will appear on all filing receipts and will be available to all parties who have consented in your cases.*

Business Name

Street Address

City

State

 ▼

Zip Code

Phone Number



Note that the primary e-mail address for your account is the e-mail service address of record registered with the Office of Court Administration. To change the primary address for service, choose the “Forms” link at the bottom of the screen where you will find the *Change of Primary E-Mail Address Form*. Complete the form and transmit it to the E-Filing Resource Center. To modify account information other than the primary e-mail address, please contact the E-Filing Resource Center at (646) 386-3033 or [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov).

### My E-mail List

Your NYSCEF account must have at least ONE e-mail service address and can have up to 4 additional e-mail addresses. To edit your e-mail service address, complete an [EF-11](#) form and send to [Efile@nycourts.gov](mailto:Efile@nycourts.gov) or fax to (212) 401-9146.

#### Current E-Mail Addresses

E-mail Address	Action
kegan@courts.state.ny.us (Service)	
mfurey@courts.state.ny.us	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

#### Add/Edit E-mail Address

E-mail Address \*

Confirm E-mail Address \*

### Filing for a Government Agency


If you are using this account to file exclusively for a Government Agency, identify that agency in the drop-down menu below. If your agency is not listed, please contact the [Resource Center](#).

By identifying a Government Agency, any file numbers you enter will be public information. All NYSCEF e-mail notifications will include your file number listed in the subject of the e-mail.

I am filing exclusively for a Government Agency:

## XV. Forgot Your Password?

If you have forgotten either your User Name or your Password, simply click on the link in the Login box:

**Login** 

This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts.  
See our [Authorized Courts and Case Types](#) page.

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**Log in to My Account**

User Name (or Registration Number \*)

Password

[Forgot your User Name or Password?](#)

**Create an Account**  
Create an account and start filing documents electronically

-OR-

You can search for cases and documents as a guest.

\* If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password. New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing Create Attorney Online Services Account. [More details.](#)

You will be asked to enter either your user name or your e-mail address (as long as the e-mail address entered is associated with only one User Name). If you enter your user name and click Next, you will be asked to answer a challenge question. If you enter your e-mail address, a secure e-mail will be sent to you allowing you to reset your password for the account.

## XVI. Need Additional Help?

If you still have questions about NYSCEF that this manual has not answered, please contact the E-Filing Resource Center at (646)386-3033 or [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov) or by clicking on the “Contact Us” link on any NYSCEF screen.