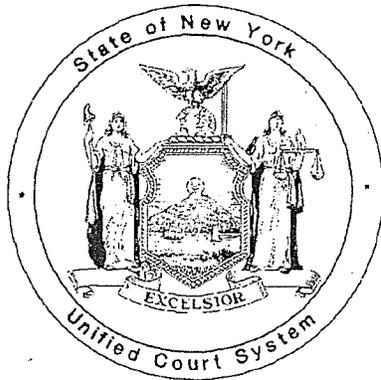


NEW YORK STATE COURTS ELECTRONIC FILING

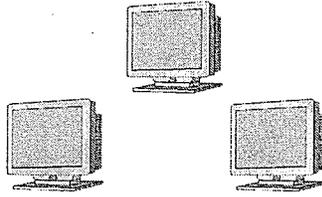


NYSCEF

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NEW YORK STATE COURTS ELECTRONIC FILING Program Highlights



Legislative Changes:

CPLR Articles 3, 21, 80
Court Rules 202.5-b, 202.5-bb, 206.5-aa, 207.4-a, 207.4-aa, 208.4-a

Basics:

- Web-Based System
 - Access 24/7
 - PDF/A Format
 - No Additional Fees
 - Signatures = ID & Password
 - Service Simplified
 - SS # GBL 399ddd(6)
 - Payment via Credit/Debit Card or at County Clerk/Court of Claims
 - Review by Court Clerk After Transmission
 - Notification of All Filings and Status via E-Mail
 - E-Filing Mandatory in Certain Counties
-

Equipment Needed:

- Computer
- Internet Access
- Web Browser
- Adobe Reader/Writer or Similar PDF/A Software
- Scanner

E-Filing Website: www.nycourts.gov/efile Resource Center: efile@nycourts.gov

Create Account

If you are an attorney admitted to practice in New York State

Click the link below to create an Attorney Online Services account, which will allow you to sign into both the NYSCEF and Online Attorney Registration systems.

[Create Attorney Online Services Account](#)

NOTE: If you already have an Attorney Online Services account (created for Attorney Registration), you can now [log into NYSCEF](#) using that registration number and password.

If you are representing yourself without an attorney

Click the link below to create an account for a Self Represented person.

[Create NYSCEF Account](#)

If you are NOT an attorney admitted to practice in New York State

Click the link below to create an account for an attorney admitted Pro Hac Vice or an Authorized Agent.

[Create NYSCEF Account](#)

SCAR and Tax Certiorari Bulk Filing

To obtain an account for bulk filings of Tax Certiorari or SCAR proceedings, contact the [NYSCEF Resource Center](#)

NYSCEF Training Site

NYSCEF has a training system, which mimics the live system. This training system allows you to practice in the NYSCEF application, performing all tasks that are available in the live system. A separate user name and password must be created for this site.

[Create a Training Account](#)

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

NOTICE OF ELECTRONIC FILING

PLEASE TAKE NOTICE that the matter captioned above has been commenced as an electronically filed case in the New York State Courts Electronic Filing System ("NYSCEF") as required by CPLR § 2111 and Uniform Rule § 202.5-bb (mandatory electronic filing). This notice is being served as required by that rule.

NYSCEF is designed for the electronic filing of documents with the County Clerk and the court and for the electronic service of those documents, court documents, and court notices upon counsel and unrepresented litigants who have consented to electronic filing.

Electronic filing offers significant benefits for attorneys and litigants, permitting papers to be filed with the County Clerk and the court and served on other parties simply, conveniently, and quickly. NYSCEF case documents are filed with the County Clerk and the court by filing on the NYSCEF Website, which can be done at any time of the day or night on any day of the week. The documents are served automatically on all consenting e-filers as soon as the document is uploaded to the website, which sends out an immediate email notification of the filing.

The NYSCEF System charges no fees for filing, serving, or viewing the electronic case record, nor does it charge any fees to print any filed documents. Normal filing fees must be paid, but this can be done on-line.

Parties represented by an attorney: An attorney representing a party who is served with this notice must either: 1) immediately record his or her representation within the e-filed matter on the NYSCEF site; or 2) file the Notice of Opt-Out form with the clerk of the court where this action is pending. Exemptions from mandatory e-filing are limited to attorneys who certify in good faith that they lack the computer hardware and/or scanner and/or internet connection or that they lack (along with all employees subject to their direction) the operational knowledge to comply with e-filing requirements. [Section 202.5-bb(e)]

Parties not represented by an attorney: Unrepresented litigants are exempt from e-filing. They can serve and file documents in paper form and must be served with documents in paper form. However, an unrepresented litigant may participate in e-filing.

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the action was filed or visit www.nycourts.gov/efile-unrepresented. Unrepresented litigants also are encouraged to visit www.nycourthelp.gov or contact the Help Center in the court where the action was filed. An unrepresented litigant who consents to e-filing may cease participation at any time. However, the other parties may continue to e-file their court documents in the case.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at www.nycourts.gov/efile or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: efile@nycourts.gov).

Dated:

Name

Address

Firm Name

E-Mail

Phone

To: _____

12/14/17

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTICE OF OPT-OUT FROM PARTICIPATION
IN ACTION SUBJECT TO MANDATORY ELECTRONIC FILING**

Attorneys or Authorized Representatives

Pursuant to CPLR § 2111(b)(3) and Uniform Rule § 202.5-bb, I hereby opt out of participation in electronic filing in this mandatory e-filed case.

I certify in good faith that I am unable to participate in mandatory electronic filing of documents in this case on behalf of my client, _____, because:

[Place your initials in the space(s) provided and check all boxes that apply]

_____ I lack:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format

OR

_____ I lack the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

This form must be signed. All contact information must be provided, including the address at which hard-copy documents in this case should be served.

This form must be filed with the clerk of the court where the action is pending and served on all parties.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

NOTICE OF INTENT TO CEASE E-FILING IN THIS CASE

To the Parties in this case and the Court:

1. I do not have an attorney. I am unrepresented.
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. I understand that the other parties may continue to e-file their court documents in this case, except that such parties **MUST** serve me with those documents in paper form at the following address:

Name: _____
Street address: _____
Line 2: _____
City: _____
State: _____
Zip code: _____
Phone number: _____

Dated: _____

Signed: _____

Note: This form must be mailed to all other parties
in this case and filed with the Clerk of the Court.

9/3/15

NOTICE OF HARD COPY SUBMISSION -- E-FILED CASE

(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

- against -
Plaintiff/Petitioner,

Index No. _____

Defendant/Respondent.

-----X

When permitted to submit original hard copy documents in e-filed cases, indicate the reason for hard copy submission by checking the relevant box and signing below.

Non-Participating Counsel

The attached is a court original unless and until uploaded to NYSCEF.

In a **consensual** case, I am authorized to and have served on all other parties a declination of consent to e-filing on behalf of my client, a party to this case.

In a **mandatory** case, I am exempt from the requirement to e-file because I have filed with the clerk of the court where this action is pending the opt-out form required by the Rules or the court has granted my application upon good cause shown.

Participating Counsel and Participating Unrepresented Litigants

Submissions Requiring Subsequent E-Filing (filer is responsible for upload to NYSCEF)

I am submitting a proposed order to show cause and supporting papers seeking a TRO, together with the required showing that I or my client will be significantly prejudiced by giving notice. If the court directs service in hard copy only, I shall e-file these documents within 3 business days after service.

I am filing this document in hard copy under the emergency exception and am submitting the required affirmation/affidavit of explanation. I shall, as required by the Rules, e-file these documents within 3 business days thereafter.

I am filing this document in hard copy because of a technical failure on the e-filing site as defined in the E-Filing Rules. I shall, as required by the Rules, e-file these documents within 3 business days after restoration of normal operations at the site.

I am submitting an ex parte application pursuant to statute _____. If these documents are served in hard copy only, I shall, as required by the E-Filing Rules, e-file these documents within 3 business days after service.

Special Applications/Documents (filer may be responsible for upload to NYSCEF)

I am applying for an order sealing / limiting access to document(s) and I am submitting the application in hard copy form, as permitted by court protocol/procedure.

I am submitting documents for in camera review.

I am filing an exhibit that cannot be e-filed (Rule 202.5-b(d)(6)).

Dated: _____ (Address)

_____ (Signature)

_____ (Name) _____ (Phone)

_____ (Firm Name) _____ (E-Mail)

8/19/15



NYSCEF - Warren County Supreme Court

Confirmation Notice

This is an automated response for Supreme Court cases. The NYSCEF site has received your electronically filed documents for the following case.

2018-0426

Warren Washington et al - v. - Warren Car service

Assigned Judge: None Recorded

Documents Received on 04/23/2018 05:16 PM

Doc #	Document Type	Motion #
2	NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
3	AFFIDAVIT OR AFFIRMATION IN SUPPORT OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
4	EXHIBIT(S) a Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
5	MEMORANDUM OF LAW Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
6	RJI -RE: NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	

Filing User

Name: One Trainee
 Phone #: 212-123-4567
 Fax #:
 E-mail Address: eftrain@nycourts.gov
 Work Address: TEST Address
 Troy, NY 12180

E-mail Notifications

An e-mail notification regarding this filing has been sent to the following address(es) on 04/23/2018 05:16 PM:

Trainee, One - eftrain@nycourts.gov
 Training, Training - eftrain@nycourts.gov

***** NYSCEF Training System *****

**Warren County Supreme Court
Notification 04/23/2018**

Please retain this message for your records.

The NYSCEF TRAINING SYSTEM web site has received documents from the filing user, **One Trainee**, for the following case/claim.

Case Information

Index #: 2018-0426
Short Caption: Warren Washington et al - v. - Warren Car service
Assigned Case Judge: No Judge Assigned

Filing User Information

User Name: One Trainee
Email Service Address: eftrain@nycourts.gov
Work Address: TEST Address, Troy, NY, 12180
Phone Number: 212-123-4567

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

Doc #	Document	Filed Date
2	NOTICE OF MOTION Relief Sought: Change Venue	04/23/2018
3	AFFIDAVIT OR AFFIRMATION IN SUPPORT OF MOTION	04/23/2018
4	EXHIBIT(S) Additional Information: car payment Exhibit #: a	04/23/2018
5	MEMORANDUM OF LAW	04/23/2018

E-mail Notifications Sent

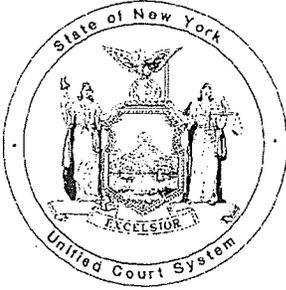
Name	Email Address
Training Training	eftrain@nycourts.gov
One Trainee	eftrain@nycourts.gov

Attorneys

Name	Party Name	File Number
Training Training	Warren Washington	
Training Training	Wash Ington	
One Trainee	Warren Car service	

THIS E-MAIL IS INTENDED ONLY FOR THE USE OF THE NAMED ADDRESSEE(S) AND FOR THE PURPOSES OF TRAINING IN THE NEW YORK STATE COURTS ELECTRONIC FILING SYSTEM. IF YOU ARE NEITHER THE INTENDED RECIPIENT NOR A PERSON DESIGNATED TO RECEIVE MESSAGES ON BEHALF OF THE INTENDED RECIPIENT, PLEASE NOTIFY THE SENDER IMMEDIATELY. THANK YOU.

***** NYSCEF Training System *****



NYSCEF

Commonly Used Forms

EF-1: E-Filing User Registration Form

An application form for a user ID to access the E-Filing System. The form is ONLY for pro hac, filing agent, and unrepresented (existing case) users.

EF-7: Notification for Sealing

Form used to Notify the County Clerks of a sealing order.

EF-11: Change of E-Mail Service Address Request Form

Form necessary when changing email service address. Important to keep updated information.

EF-21: Notice of Hard Copy Exhibit Filing

A fill-in-the-blank form to be completed and e-filed when authorized to submit exhibits in hard copy pursuant to Rule 202.5-b.

EF-22: Notice to County Clerk - CPLR 8019

A fill-in-the-blank form notifying the County Clerk of a court order directing that an entry be made to a case docket. This form is not used in all counties.

Authorized Agent Forms

The EF-12 through EF-20 are specific to Authorized Agent Filings.

**NEW YORK STATE UNIFIED
COURT SYSTEM
E-FILING**

RESOURCE CENTER

TELEPHONE NUMBER

646-386-3033

FAX NUMBER

212-401-9146

EMAIL ADDRESS

efile@nycourts.gov

ADDRESS

**NY STATE SUPREME COURT
CIVIL BRANCH
ATTN: E-FILING RESOURCE CENTER
60 CENTRE STREET- ROOM 119M
NEW YORK, NY 10007-1474**

WEBSITE

www.nycourts.gov/efile

Jeffrey Carucci

DIRECTOR