

SUPREME COURT**FILING USERS****1. RJI – Allow party address to be “unknown”**

When filling out an RJI, if a party's address is unknown, there will now be a checkbox to indicate this. This will not apply to the first defendant, as the system is requiring an address for the first defendant.

2. Document List – Go to a specific document number

Users will have the option to enter a document number and will be taken right to that document number.

3. Authorized Agent – Filing Process

Currently, every time an authorized agent does a filing in a case, they are required to file a "STATEMENT OF AUTHORIZATION FOR ELECTRONIC FILING". This has been changed so that an authorized agent is only required to file one statement for each attorney. If an authorized agent tries filing a 2nd "STATEMENT OF AUTHORIZATION FOR ELECTRONIC FILING" in the same case for the same attorney, they will get an error message.

4. Authorized Agent – Revocation Date

Currently, the revocation date that is on the Case Detail page is not being displayed properly. This has been resolved and the revocation dates will appear.

5. User Account - Authorized Agent/Account Information

An authorized agent's account can now be accessed by using the User Account page. This page will show the agent's information, along with any attorneys they can file on behalf of. If an attorney has authorized agent's that can file on behalf of them, a new table will show on the User Account page, showing each agent, along with their authorization date and revocation date.

6. CC File Emails (Pending Final Review – to be moved over at a future date)

When the CC File Uploaded or the CC File Processed emails are sent out, the subject of the email should change to the following

NYSCEF Alert: New York - Commercial - Upload of Order/Judgment 123456/2016 (A vs B)
... and

NYSCEF Alert: New York - Commercial - Entry of Order/Judgment 123456/2016 (A vs B).

7. CC File - Email Notifications

Currently, when a document is filed and that document belongs to the CC File main document group type, a special email is sent out: either the CCFilePending or the CCFileProcessed. Besides sending this email, we are also sending out the regular Confirmation email. We have eliminated the regular Confirmation email from going out.

8. Tax Cert Data Upload

The applicant name field has been expanded from 25 characters to 255 characters.

9. Thank You page – Change message for eFiling Notice

When commencing a case, the text that is right below the three buttons in the Receipt and Notices Box has changed to the following:

SERVE YOUR E-FILING NOTICE

You must serve an e-Filing Notice in hard copy along with your commencement documents, all of which must bear full signatures. Proof of service of these documents must be e-filed.

You may print the pre-populated e-Filing Notice by clicking the button above, or you can use the e-Filing Notice fillable form.

10. Confirmation Notice

- a) When a case is filed where "opted out parties" exist, the text that appears on the Confirmation E-Mail has changed to: Court rules require hard copy service upon non-participating and opted-out parties. NYSCEF has no record of opt out or participation for the parties listed below.
- b) If a case has an assigned judge, the judge's name will display under the index number on the Confirmation Notice. If a judge is not found, display Assigned Judge: None Recorded.

11. Bill of Costs filings

Currently, our code is set up so that when a Bill of Costs is uploaded with a proposed judgment, it is always setting the status of the Bill of Costs to Pending. This code has been removed.

12. Program Correction – Payment page

The credit card expiration date will now be validated for a future date.

13. Program Correction – File Document link on My Cases page

In certain situations, the "File Document" link on the My Cases page would not select the court on the following page. This has been resolved.

14. My SCAR Cases - Add Date Range option for the Decisions and Petitions

Added the ability to search for the decisions based on a date range.

15. My SCAR Cases - Search Results Page

Added the option to download Petitions and/or Decisions in PDF format and data in the txt format. The Search Selection page will list the set of cases within the specified Date Range for either the Filer or the Clerk. The maximum date range will be 60 days.

16. Court Select Box – sort order has changed

Anywhere that the court select box is displayed, the courts will now list by court type first, then alphabetical.

17. Case Search – Narrow By

When the case search page is loaded, the “Narrow By” section will always appear.

SURROGATE’S COURT FILING USERS

1. Program Correction – Surrogate’s – Decedent’s Name

The AKA will no longer appear as the Primary Name.