

NYS Unified Court System, Division of Technology

Electronic Document Delivery System (EDDS) City & District Court User Guide for use by Court Staff

June 2020

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Introduction ([back to top](#))

The Electronic Document Delivery System (EDDS) was developed to ensure continued access to the NYS Court System for certain proceedings during times when court users are prevented from physically entering the courthouse. This new system provides for the secure, centralized, and efficient delivery of documents to the court while eliminating the need for physical contact at a courthouse. The type of documents which may be accepted by the court are authorized by the Chief Administrative Judge's Administrative Orders and those issued by each Judicial District's Administrative Judge.

The System will serve the courts as a virtual "post office", for the one-way delivery of documents to the court by agencies and attorneys and self-represented litigants. It is important to note that the EDDS is not a substitute for eFiling, nor is it considered to be a filing system. Rather, it is designed to provide a secure alternative to email or in-person delivery of approved documents.

Benefits of Electronic Document Delivery System

1. Provides a secure method to electronically transmit documents
2. Enforces strict controls over document visibility
3. Includes comprehensive built-in virus checking
4. Tracks the sending/receiving of documents for audit purposes
5. Retains all documents in statewide content management system

Approved Document Types for Submission ([back to top](#))

Persons or agencies wishing to utilize the EDDS to transmit documents to a court should be advised to contact the court or appropriate Judicial District Office to confirm that the court is authorized to accept and process specific document(s).

Approved Case Types ([back to top](#))

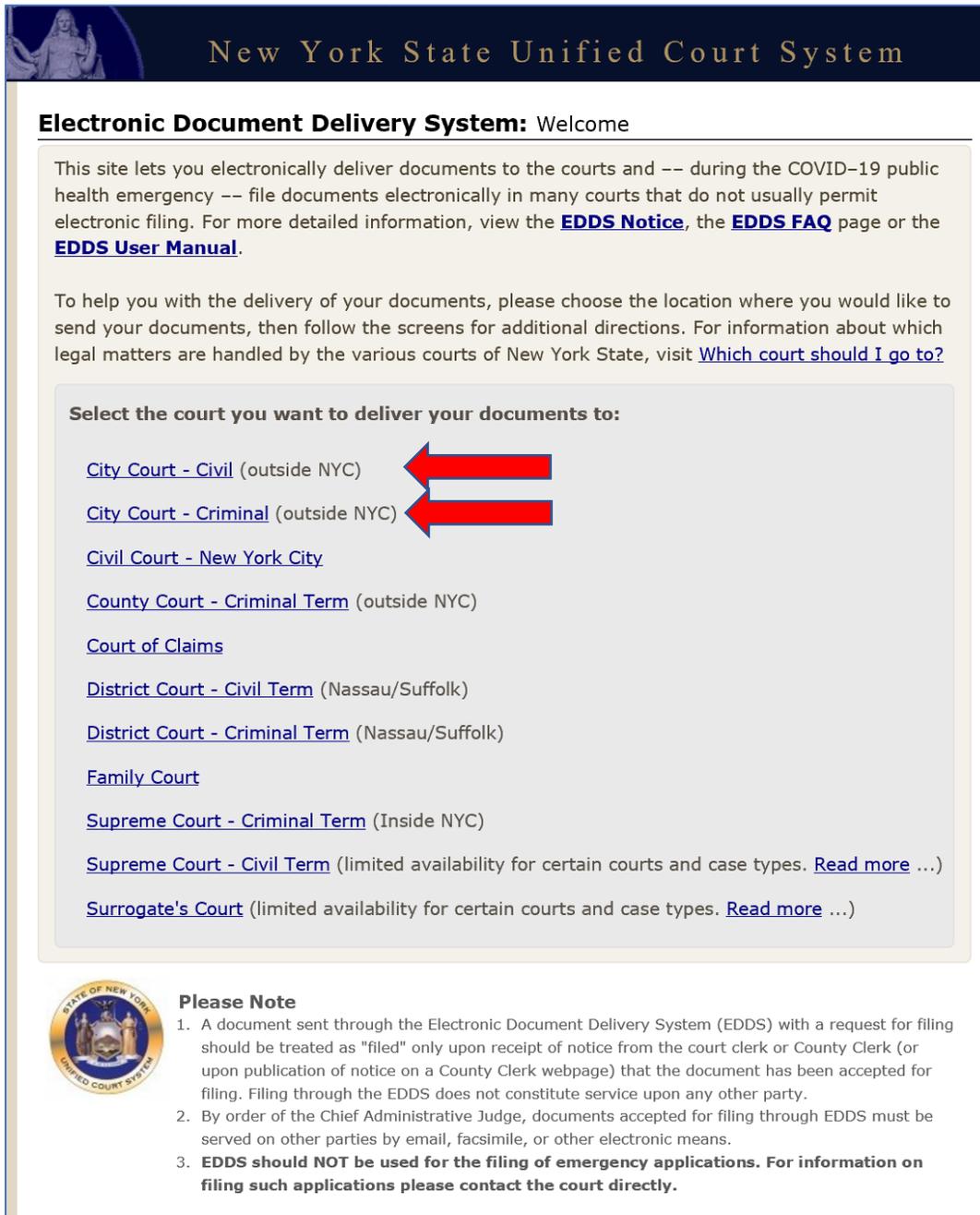
Authorized Case Types, and at what stage of the proceeding they can be scheduled, may vary from week to week, and from one judicial district to the next. Before using the EDDS, persons or agencies wishing to transmit documents associated with particular case types should contact the court or appropriate Judicial District Office to confirm that the court is authorized to accept document(s) associated with specific case types.

How to Submit Documents (Sender) ([back to top](#))

Each court will identify their targeted submitters (for example, agencies, attorneys, and/or litigants) and provide them with the following instructions on how to submit documents.

Step 1:

The court should direct the submitter to the Electronic Document Delivery System submission webpage: <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>. The submitter will click on the appropriate court type to enter the site.



New York State Unified Court System

Electronic Document Delivery System: Welcome

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#).

To help you with the delivery of your documents, please choose the location where you would like to send your documents, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)

Select the court you want to deliver your documents to:

- [City Court - Civil](#) (outside NYC) ←
- [City Court - Criminal](#) (outside NYC) ←
- [Civil Court - New York City](#)
- [County Court - Criminal Term](#) (outside NYC)
- [Court of Claims](#)
- [District Court - Civil Term](#) (Nassau/Suffolk)
- [District Court - Criminal Term](#) (Nassau/Suffolk)
- [Family Court](#)
- [Supreme Court - Criminal Term](#) (Inside NYC)
- [Supreme Court - Civil Term](#) (limited availability for certain courts and case types. [Read more ...](#))
- [Surrogate's Court](#) (limited availability for certain courts and case types. [Read more ...](#))

 **Please Note**

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

Then the submitter will click on *Next* to begin their submission.



New York State Unified Court System

Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- to file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#). Otherwise, follow the instructions below and click Next to continue.

Step 1: Getting the Documents Ready

EDDS does not create or fill out court papers, like a Petition or Motion. If you have not created or filled out your court papers and need information or forms:

- Visit the [CourtHelp](#) website to see if there is a [DIY \(Do-It-Yourself\) Form](#) available for your case
- Find a court form from the [Forms](#) website
- [Find a lawyer](#) for help

IMPORTANT: The documents must be saved as a PDF file to use this system.

Step 2: Delivering the Document

In the screens that follow, you will be asked to:

1. Enter your contact information. The court will use this to contact you and is not shared with anyone else.
2. Check the box if you are requesting that the documents be filed by the court clerk.
3. Select the court you want to deliver your documents to.
4. Pick the kind of case your documents are for.
5. Upload the document you are sending. You can upload more than one PDF document.
6. Electronically deliver the documents to court.

[Next](#)

Step 2:

The submitter will enter the following information about who they are and why they are submitting a document. All the documents entered should be submitted for a single case. Any field with an asterisk * is a required field.

Note: “Unknown” or “Not Applicable” can be entered in the Case Number and Case Title fields.

Electronic Document Delivery System: Enter Your Information

Court Type: **Family Court**

Please enter your contact information below. This information will not be shared with the general public. A confirmation email will be sent to the email address you enter. * Required fields

First Name * Middle Name Last Name *

Organization/Agency/Firm Name * - OR - I do not have a lawyer

Phone Number (enter as 123-456-7890) *

Email Address *

Party You Are Representing (enter your name if you don't have a lawyer) *

Party Role (e.g., petitioner, plaintiff, respondent, etc.) *

Case Number *

Case Title *

Motion Number (if applicable)

Reason for sending documents *
(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")

FILING: I request that the document(s) I am sending be filed by the court or County Clerk



The sender has the ability to request that the document(s) be “Filed” by the clerk upon the court’s review.

Step 3:

The submitter will indicate the specific court to which they are submitting their document.

For Criminal Matters:

The screenshot shows the 'New York State Unified Court System' header with a logo on the left. Below the header, the text reads 'Electronic Document Delivery System: Select a Court'. A sub-instruction says 'Select the court from the list below, then click Next.' Below this is a dropdown menu labeled 'Court (scroll if you don't see your court)'. The dropdown list contains five items: 'Albany City Court - Criminal (EDDS)', 'Amsterdam City Court - Criminal (EDDS)', 'Auburn City Court - Criminal (EDDS)', 'Batavia City Court - Criminal (EDDS)', and 'Beacon City Court - Criminal (EDDS)'. At the bottom of the form are two buttons: 'Cancel' and 'Next'.

For Civil Matters:

The screenshot shows the 'New York State Unified Court System' header with a logo on the left. Below the header, the text reads 'Electronic Document Delivery System: Select a Court'. A sub-instruction says 'Select the court from the list below, then click Next.' Below this is a dropdown menu labeled 'Court (scroll if you don't see your court)'. The dropdown list contains five items: 'Albany City Court (EDDS)', 'Amsterdam City Court (EDDS)', 'Auburn City Court (EDDS)', 'Batavia City Court (EDDS)', and 'Beacon City Court (EDDS)'. At the bottom of the form are two buttons: 'Cancel' and 'Next'.

Step 4:

The submitter will indicate the case type to which the document applies. The selection will determine in which “cabinet” the document will be available on the court’s reviewer’s side.

For Criminal Case Types:

The screenshot shows the 'New York State Unified Court System' header. Below it, the title is 'Electronic Document Delivery System: Select Case Type'. The court is identified as 'Albany City Court - Criminal (EDDS)'. A instruction box says 'Select the case type from the drop-down menu, then click Next.' The 'Case Type' dropdown menu is set to 'Criminal'. At the bottom, there are 'Cancel' and 'Next' buttons.

For available Civil Case Types: General Civil

The screenshot shows the 'New York State Unified Court System' header. Below it, the title is 'Electronic Document Delivery System: Select Case Type'. The court is identified as 'Batavia City Court (EDDS)'. A instruction box says 'Select the case type from the drop-down menu, then click Next.' The 'Case Type' dropdown menu is set to 'General Civil'. At the bottom, there are 'Cancel' and 'Next' buttons.

Or: Landlord Tenant

The screenshot shows the 'New York State Unified Court System' header. Below it, the title is 'Electronic Document Delivery System: Select Case Type'. The court is identified as 'Batavia City Court (EDDS)'. A instruction box says 'Select the case type from the drop-down menu, then click Next.' The 'Case Type' dropdown menu is set to 'Landlord and Tenant'. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 5:

The sender will indicate the type of document that is being submitted. More than one document may be submitted per case. The document must be in PDF format.

- Note: All the documents entered should be submitted for a single case.

The screenshot shows the 'Electronic Document Delivery System: Attach PDF Documents for Uploading' interface. At the top, it identifies the court as 'Cortland City Court (EDDS)' and the case type as 'General Civil'. Below this, a instruction reads: 'Select a document type from the drop-down menu and attach your PDFs. * Required fields'. The interface is divided into four sections for document entry: 'Main Document', 'Document 2', 'Document 3', and 'Document 4'. Each section contains a 'Document Type' dropdown menu, an 'Attach your PDF' field with a file path and a 'Browse...' button, an 'Exhibit Number/Letter' field, and a 'Document Description' text box. In the 'Main Document' section, the document type is 'AFFIDAVIT OF SERVICE-', the file path is 'C:\Users\gpoore\OneDrive - UCS\ Browse...', the exhibit number/letter field is empty, and the description is 'Cortland Test Document - Civil'. In the 'Document 2' section, the document type is 'OTHER (ENTER DESCRIPTION IN FIELD BELOW)', the file path is 'C:\Users\gpoore\OneDrive - UCS\ Browse...', the exhibit number/letter field is empty, and the description is 'Cortland Test Document - Civil2'. The 'Document 3' and 'Document 4' sections are partially visible and contain empty fields.

Step 6:

After the document(s) have been uploaded, the submitter will be taken to a review screen. The submitter will click on the **green Send Documents** button to finish the submission.

New York State Unified Court System

Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

1. To change your contact information, click the "Change My Information" link below
2. To change the court, case type, or documents, you MUST click cancel and start over

Court: **Cortland City Court (EDDS)**
Case Type: **General Civil**
Document(s) ID: ZE10TU

Your Information

Name: **Tommy Test**
Organization/Agency/Firm Name: **Davis, Camillo & Poore, Attorneys at Law**
Email Address: **gpoore@nycourts.gov**
Phone: **607-555-1111**
Represented Party: **Patty Petitioner**
Party Role: **Petitioner**
Case Number: **CV-0001-2020**
Case Title: **Patty Petitioner vs. Donny Defendant**
Reason for sending documents: **Affidavit of Service Submission**
Filing: **I would like my document(s) to be filed**

[Change My Information](#)

Documents Ready to be Sent

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

Document	Fee
AFFIDAVIT OF SERVICE- Cortland Test Document-civil	\$0.00
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Cortland test Document-Civil2	+ \$0.00
Total Fees	\$0.00

If all your information is correct, click the button below to send the documents listed above.

CancelSend Documents





Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as filed only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

Once the user selects "Send Documents", they will see a "Thank You" verification screen.



New York State Unified Court System

Thank You

Your documents have been sent to the court you selected. You will receive an e-mail notification when your documents have been received. Please use the document(s) id below when referencing this submission.

Court: **Cortland City Court (EDDS)**

Case Type: **General Civil**

Document(s) ID: MKGDBY

Information Received

Name: **Tommy Test**

Organization/Agency/Firm Name: **Davis, Camillo & Poore, Attorneys at Law**

Email Address: **gpoore@nycourts.gov**

Phone: **607-555-1111**

Represented Party: **Patty Petitioner**

Party Role: **Petitioner**

Case Number: **CV-0001-20**

Case Title: **Patty Petitioner vs. Donny Defendant**

Reason for sending documents: **Affidavit of Service submission**

Filing: **I would like my document(s) to be filed**

Documents Sent

Document
AFFIDAVIT OF SERVICE- Affidavit of Service
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Cortland Test Document

[Print](#)

[Send Another Document](#)

Step 7:

Once the document(s) are submitted, the submitter will receive a confirmation email that the documents have been received. The submitter will proceed with the case as directed by the court.



edds@nycourts.gov
To EDDS; Glenn Poore

 If there are problems with how this message is displayed, click here to view it in a web browser.



Cortland City Court (EDDS)
Notification of Receipt
05/18/2020

On 05/18/2020, the EDDS System received the documents listed below from submitter Tommy Test, gpoore@nycourts.gov. Please keep this notice for your records.

Sender Information

Document(s) ID: ZE10TU
Case Number: **CV-0001-2020**
Case Title: **Patty Petitioner vs. Donny Defendant**
Motion Number:
Name: **Tommy Test**
Organization/Agency/Firm Name: **Davis, Camillo & Poore, Attorneys at Law**
Represented Party: **Patty Petitioner**
Party Role: **Petitioner**
Phone Number: **607-555-1111**
Email Address: gpoore@nycourts.gov
Note: **Affidavit of Service Submission**

Documents Received

Document
AFFIDAVIT OF SERVICE- Cortland Test Document-civil
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Cortland test Document-Civil2

Receiver Contact Information

Receiver Name: **Cortland City Court (EDDS)**
Receiver Address: **25 Court St. 13045**

The court will also receive an email indicating that a sender submitted a document to their EDDS account.

How to Review Submitted Documents (Clerk) [\(back to top\)](#)

Court Clerks/Staff will be able to retrieve and review the documents submitted to their court via a "To-Do list" via the NYSCEF System.

Step 1:

The court reviewer will go to the NYSCEF website: www.nycourts.gov/efile . Click on **EDDS Court Processing (Courts Use Only)**.

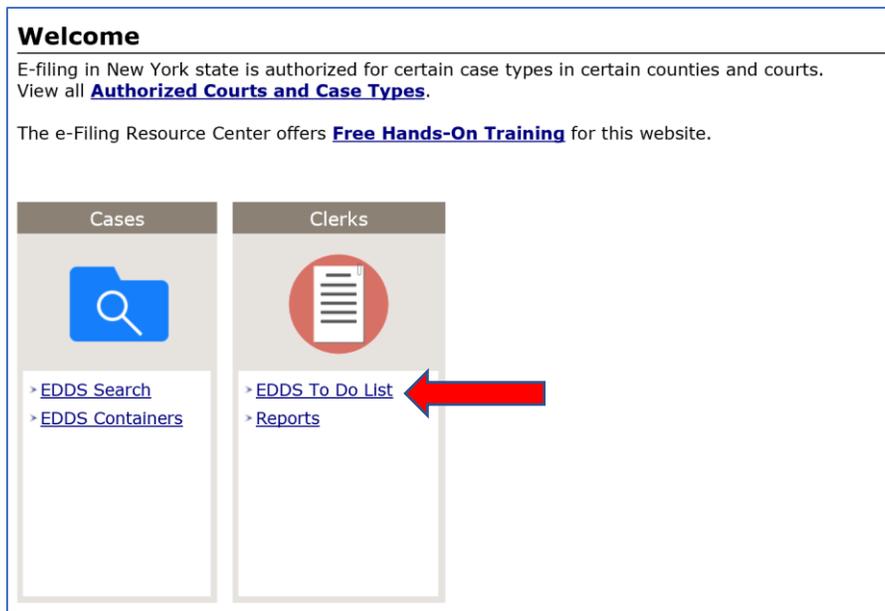
Home NYSCEF	<h2>Welcome to NYS Courts Electronic Filing (NYSCEF)</h2> <p>NYSCEF is a program that permits the filing of legal papers by electronic means with the County Clerk or appropriate court and offers electronic service of papers in those cases. Before filing, view the authorized courts and case types for NYSCEF.</p> <p>To e-file without an attorney, visit our Unrepresented Litigants website.</p> <div style="background-color: #ffffcc; padding: 10px;"><p> 1. RESOURCE CENTER STAFF ARE UNABLE TO ANSWER PHONES AT THIS TIME Please email all inquires to: efile@nycourts.gov and we will respond as soon as possible Thank you in advance for your Patience.</p><p>2. PLEASE READ BEFORE SENDING EMAILS TO THE RESOURCE CENTER The NYSCEF Resource Center is only available to respond to e-mails during regular business hours. The NYSCEF Resource Center is not authorized to provide legal advice. The NYSCEF Resource Center does not have the authority to remove documents from the electronic file or return documents for correction. Such a requests must be made to the specific court or County Clerk where your action or proceeding is pending. For court contact information go to NYCOURTS.GOV</p><p>3. New filings Permitted in some counties, other documents accepted for filing in existing matters only Commencement of new matters are now permitted in some counties- per AO-111-20 Commencement of new matters in other counties is still restricted due to the continued suspension of statutes by the Governor's Exec. Orders and in accordance with Administrative Orders. Most subsequent documents may continued to be filed in "existing matters" in all counties - Persons needing to file a commencement or other document not yet available for filing, who believe that a new matter or document should be included in the highly restrictive "essential matters" group should apply to the court by emergency application by Order to Show Cause, including a detailed explanation of the applicant's rationale. Contact the specific court for emergency procedures.</p></div> <div style="background-color: #e6f2ff; padding: 10px;"><p> E-Filing Login</p><table><tr><td>Appellate Court</td><td>Supreme Civil Court</td></tr><tr><td>Court of Claims</td><td>Surrogate Court</td></tr><tr><td>NYC Civil Court <small>325d transferred matters ONLY</small></td><td>EDDS Court Processing <small>(Court Use Only)</small></td></tr></table></div>	Appellate Court	Supreme Civil Court	Court of Claims	Surrogate Court	NYC Civil Court <small>325d transferred matters ONLY</small>	EDDS Court Processing <small>(Court Use Only)</small>
Appellate Court		Supreme Civil Court					
Court of Claims		Surrogate Court					
NYC Civil Court <small>325d transferred matters ONLY</small>		EDDS Court Processing <small>(Court Use Only)</small>					
Home Unrepresented Litigants							
Login							
Appellate Court							
Civil Court							
Court of Claims							
Supreme Court							
Surrogate Court							
Search as Guest							
Create an Account							
Training							
Training System							
Register for Training							
Training Resources							
Resources							
Forms							
Authorized Courts							
Available Documents							
Rules & Legislation							
NYSCEF Updates							

The user will be brought to the sign-in page: <https://iapps.courts.state.ny.us/nyscef/Login> .
Log in with the account credentials provided by DoTCR.



Step 2:

The clerk will click on the *EDDS To-Do List* option under the Clerks menu.



Step 3:

To-Do List

Court
Cortland City Court (EDDS) ▼

User Group
Intake (EDDS) ▼

Sort By
To-Do Item ▼

[Find To-Do Items](#) [Return to Home Page](#)

The clerk will be taken to the *To-Do List* selection page. Each Court will be set up with an “Intake” user group. Currently, City & District Courts have only been assigned Intake (EDDS). The clerk will click on the **green Find To-Do Items** button to display a list of all the documents submitted to the court.

Step 4:

A list of documents submitted via EDDS will be displayed in a table below the selection options. All documents submitted within a case type are viewable in a virtual “container”. To view a document, click on the document name in the *Document Type* column. A PDF will be displayed to the clerk in a new window. This PDF can be saved to a folder on the computer so the clerk can later attach it to the corresponding case/docket in UCMS.

To process a pending document, the clerk will click on “*Approve Document*” in the first column in the table. The clerk will be taken to a new page (see below).

When a user clicks on “*Approve Document*”, it will lock the document and bring them to the “*To-Do Item – Process Document Screen*”

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Training System)

EDDS To Do List [Home](#)

Court
Cortland City Court (EDDS)

User Group
** All User Groups ** ▼

Sort By
Received Date (asc) ▼

[Find To-Do Items](#) [Return to Home Page](#)

To process an item, click on the To Do Item link 2 Items

To Do Item	Sender's Info	Main Document
Approve Document Intake (EDDS)	Sir Sample <i>Document ID: NNMFX</i>	REPLY AFFIRMATION- Received: May 22, 2020 1:16:34 PM
Approve Document Intake (EDDS)	Test Sender <i>Document ID: QIU4C9</i>	STIPULATION OF DISCONTINUANCE- Received: May 22, 2020 1:18:54 PM

Step 5:

On the “To-Do Item – Process Document” screen, the user has many options while reviewing the document submissions:

Verify the sender and case info.

Stamp a document as “filed” with the date and time as they would if the document had been submitted by mail or in-person.

Add Internal Note field not being used at this time

Add Comments, Information can be emailed to the sender

Return or Process All Documents

To Do Item - Process Document [Home](#)

To stamp documents, check the stamp checkbox below. The received date of these documents will be applied as the official “filed date”. The case number entered by the sender can be updated below, if necessary.

To return a document, click the “Return All Listed Documents” button at the bottom of the page.

Sender's Information

Name: **Sir Sample**
Organization/Agency/Firm Name: **test**
Email Address: sample@sample.com
Phone: **0000000000**
Sender Notes: **testing**

Case Information

Case Number: **0000000/2020**
Case Title: **test v test**
Represented Party: **test**
Party Role:
Document(s) ID: NNMFXH

Documents Delivered - 05/22/2020 01:16 PM

Stamp	Document	Fee
<input type="checkbox"/>	REPLY AFFIRMATION-	\$0.00
<input type="checkbox"/>	AFFIDAVIT OF SERVICE-	\$0.00
Total Fees		\$0.00

Stamp Documents

To stamp the document(s) listed above, check the box next to each document, then verify the case number entered by the sender. To update the case number, enter the new information below. The new case number will be applied to the stamp.

New Case Number

Add Internal Note

Any note entered here will be visible to ONLY the court users on the next step of this route (if any).

Add Comment to Case

Add a comment to this case and send an email to any of the users selected below.

Email comment to: Sender

Make comment visible to: Public Comment
 Internal Comment (Visible to Court Staff ONLY)

See more detailed explanations of each part of the screen, below.

To Do Item - Process Document

[Home](#)

To stamp documents, check the stamp checkbox below. The received date of these documents will be applied as the official "filed date". The case number entered by the sender can be updated below, if necessary.

To return a document, click the "Return All Listed Documents" button at the bottom of the page.

Sender's Information

Name: **Sir Sample**
Organization/Agency/Firm Name: **test**
Email Address: sample@sample.com
Phone: **0000000000**
Sender Notes: **testing**

Case Information

Case Number: **0000000/2020**
Case Title: **test v test**
Represented Party: **test**
Party Role:
Document(s) ID: NNMFXH

Each document or set of documents submitted via EDDS will be assigned a Document(s) ID. This ID can be used to look up this document after it is processed via the "Search" feature.

Documents Delivered - 05/22/2020 01:16 PM

Stamp	Document	Fee
<input type="checkbox"/>	REPLY AFFIRMATION-	\$0.00
<input type="checkbox"/>	AFFIDAVIT OF SERVICE-	\$0.00
Total Fees		\$0.00

To view a document, click on the Document Name

When the sender submitted their document(s), they had the ability to indicate that they wanted the documents to be "filed." The checkbox to the LEFT of the Document Name allows the court staff to mark the pdf as "officially filed" with the date and time that the document was received. This, however, is at the discretion of the clerk as determined by rule, statute, or administrative order.

- **Note:** EDDS is **not** a filing system. As Local Courts are not yet authorized for eFiling, court staff should consult with their judges, managers and district offices regarding protocols for marking EDDS documents as officially filed.

If the user chooses to mark the document as “filed”, a FILED stamp will appear on the top of the document and display the Court, the submission method of EDDS, Date, Time and Case No:

The user has the ability to modify the Case Number that the sender associated with the document(s). If a New Case Number is entered by the clerk, the new number will appear on the document.

Stamp Documents
To stamp the document(s) listed above, check the box next to each document, then verify the case number entered by the sender. To update the case number, enter the new information below. The new case number will be applied to the stamp.

New Case Number

The clerk is able to edit the Case No., here.

FILED: CORTLAND CITY COURT (EDDS) 05/21/2020 09:08 AM
Case No. CV-001234-20

Note: At this time, the “Add Internal Note” field is not applicable for EDDS submissions and should be left blank.

Add Internal Note
Any note entered here will be visible to ONLY the court users on the next step of this route (if any).



Step 6:

“Add Comment to Case” is an optional field used only to add comments to email sent to the document submitter when the document is approved and processed. If a comment is entered, be sure to leave the *Email Comment to Sender* box checked and the *Public Comment* radio button selected. Although the radio button indicates that the comment will be “public”, only the sender will see the comment on the return email; there is no public access to the EDDS.

- NOTE: Comments for documents that are returned are not entered here. They are entered on the *Return Document* screen

The screenshot shows a web form titled "Add Comment to Case". At the top, it says "Add a comment to this case and send an email to any of the users selected below." Below this is a large text input field. Underneath the input field are two sections: "Email comment to:" with a checked checkbox for "Sender", and "Make comment visible to:" with two radio buttons. The "Public Comment" radio button is selected and circled in red. The "Internal Comment (Visible to Court Staff ONLY)" radio button is unselected. A callout box with an arrow points to the "Internal Comment" radio button, containing the text: "(The Internal Comment radio button is not used for EDDS submissions and should not be selected.)". At the bottom of the form are five buttons: "Cancel", "Cancel & Lock", "Forward", "Return All Listed Documents", and "Process All Listed Documents". A blue arrow on the left side of the page points from the text above down to the form.

From this section, the user has the ability to “Return All Listed Documents” or “Process All Listed Documents.”

If the user selects *Return All Listed Documents*, they will be brought to the *Return Document* Screen where they can specify the reason for the return in a text field. This comment will appear in the return email to the document submitter.

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Training System)

Return Document [Home](#)

Court: **Cortland City Court (EDDS)**
Document(s) ID: **NNMFHX**

Enter the reason for returning the documents listed below. Please note that all documents will be returned.

Documents Received

Document	Status
REPLY AFFIRMATION-	Pending
AFFIDAVIT OF SERVICE-	Pending

Reason for Return
These documents are being returned to you because they were filed in the wrong court.]

EDDS only permits the reviewer to return **all** of the listed documents, even if only one document needs to be returned. Once the **green** *Return All Listed Documents* button is selected, the clerk will be brought to a *Return Document Confirmation* screen.

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Training System)

Return/Remove Document Confirmation [Home](#)

Claim #: **CityCt-Cortland1**
Court: **Cortland City Court (Edds)**
Case Type: **General Civil**
Short Caption: **Cortland City Court (EDDS) -v- General Civil** [Document List](#)

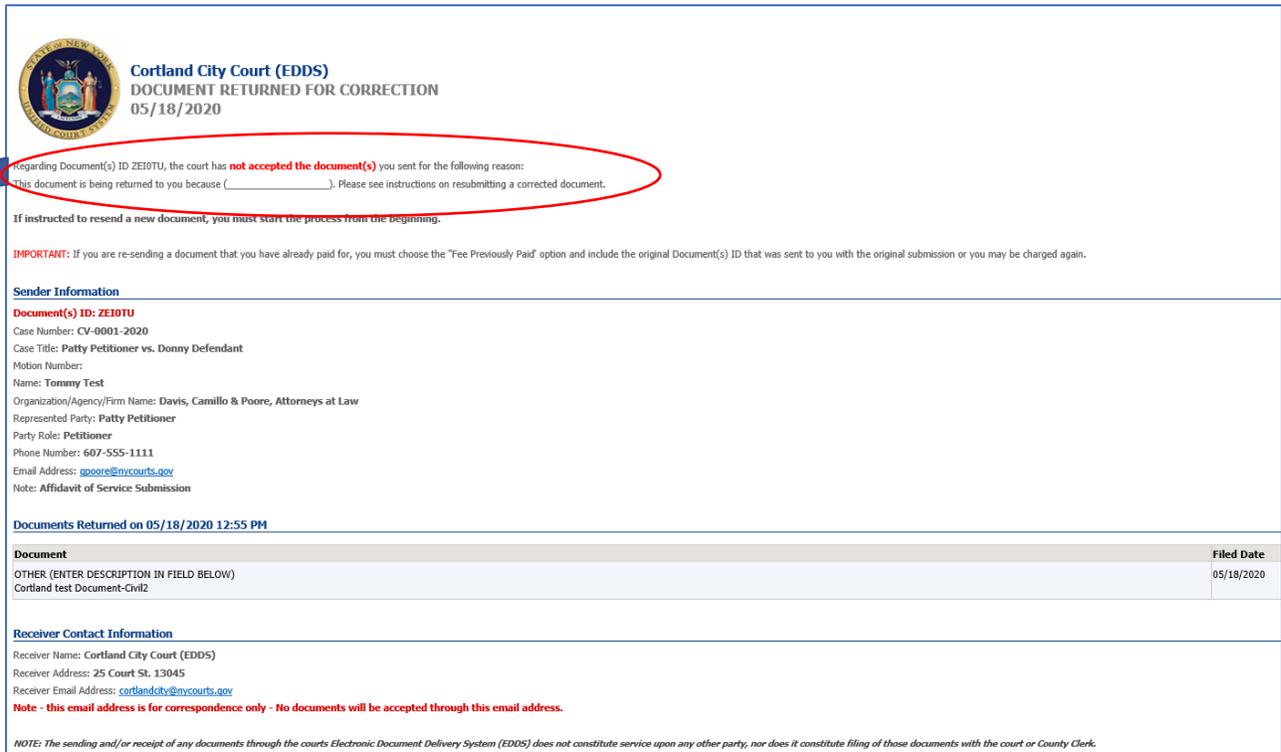
The following documents have been returned to the user as either "Returned for Correction" or "Documents Removed".

Filed By: Attorney, E. - filed by Sample, S., TEST
Received Date: 05/22/2020

Doc #	Document
1	REPLY AFFIRMATION-
2	AFFIDAVIT OF SERVICE-

[Return to Home Page](#)

Once the *Return/Remove Document* has been processed, an email will be sent to the sender's email.



 **Cortland City Court (EDDS)**
DOCUMENT RETURNED FOR CORRECTION
05/18/2020

Regarding Document(s) ID ZE10TU, the court has **not accepted the document(s)** you sent for the following reason:
This document is being returned to you because (_____). Please see instructions on resubmitting a corrected document.

If instructed to resend a new document, you must start the process from the beginning.

IMPORTANT: If you are re-sending a document that you have already paid for, you must choose the "Fee Previously Paid" option and include the original Document(s) ID that was sent to you with the original submission or you may be charged again.

Sender Information

Document(s) ID: ZE10TU
Case Number: CV-0001-2020
Case Title: Patty Petitioner vs. Donny Defendant
Motion Number:
Name: Tommy Test
Organization/Agency/Firm Name: Davis, Camillo & Poore, Attorneys at Law
Represented Party: Patty Petitioner
Party Role: Petitioner
Phone Number: 607-555-1111
Email Address: gpore@nycourts.gov
Note: Affidavit of Service Submission

Documents Returned on 05/18/2020 12:55 PM

Document	Filed Date
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Cortland test Document-Civil2	05/18/2020

Receiver Contact Information

Receiver Name: Cortland City Court (EDDS)
Receiver Address: 25 Court St. 13045
Receiver Email Address: cortlandcity@nycourts.gov
Note - this email address is for correspondence only - No documents will be accepted through this email address.

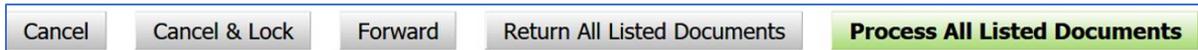
NOTE: The sending and/or receipt of any documents through the courts Electronic Document Delivery System (EDDS) does not constitute service upon any other party, nor does it constitute filing of those documents with the court or County Clerk.

The comments that were included in the *"Return for Correction"* field on the *"To-Do Item – Process Document"* screen will be included in the email as well as a note that the sender will be instructed to send a new document, starting the submission process from the beginning.

Regarding Document(s) ID ZE10TU, the court has **not accepted the document(s)** you sent for the following reason:
This document is being returned to you because (_____). Please see instructions on resubmitting a corrected document.

If instructed to resend a new document, you must start the process from the beginning.

Step 7:



If all the document(s) are approved by the reviewing clerk, they will click on the **green Process** button, which completes the clerk's review and sends them to a confirmation screen.



New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Training System)

To Do Item Complete [Home](#)

Claim #: **CityCt-Cortland1**
Court: **Cortland City Court (Edds)**
Case Type: **General Civil**
Short Caption: **Cortland City Court (EDDS) -v- General Civil**

[Full Caption](#) | [Document List](#)

Review completed.

Filed By: Attorney, E. - filed by Sender, T., TEST FIRM
Received Date: 05/22/2020

Doc #	Document
3	STIPULATION OF DISCONTINUANCE-

[Confirmation Notice](#)

[Return to To-Do List](#) [Return to Home Page](#)

The clerk can click on the “*Return to To-Do List*” to continue review and processing or return to the Home Page.

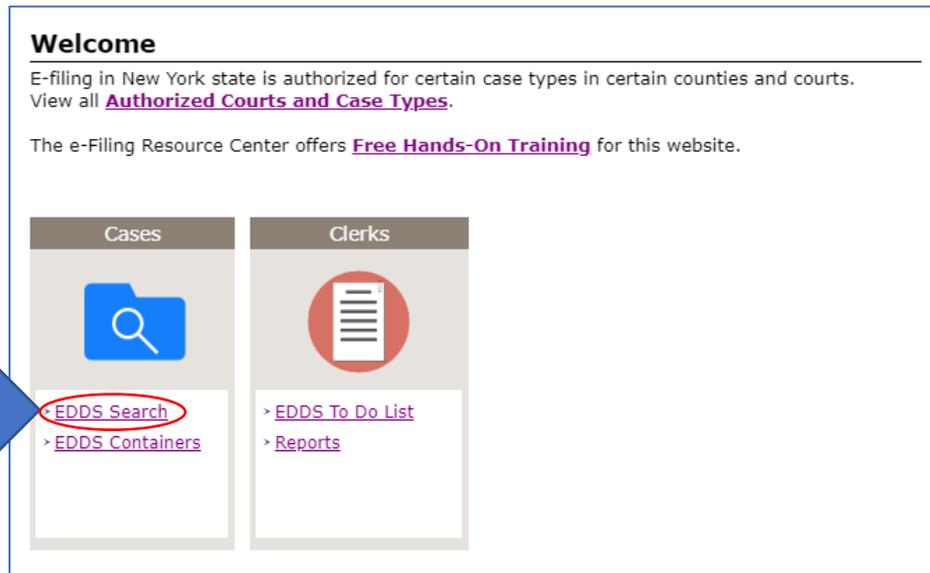
After the Document Has Been Reviewed [\(back to top\)](#)

EDDS Search:

Retrieving a Processed Document

If the court would like to retrieve the document from the EDDS after it has already been processed by the court, the clerk should return to the NYSCEF home page, and click on *EDDS Search* under the *Clerks* menu.

Once selected, the user will be brought to a search screen where the clerk may enter the Document ID number that was displayed on the Process page when the document was reviewed.



Welcome
E-filing in New York state 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.

Cases	Clerks
 EDDS Search EDDS Containers	 EDDS To Do List Reports

NYSCEF - New York State Courts Electronic Filing (Live System)

Electronic Document Delivery System: Document Search

Enter a Document(s) ID to search. The document id is a number/letter code that is generated with every document submission made through EDDS. This code is displayed during the submission process, and is also printed on the confirmation email (Example: **Document(s) ID: ABC123**).

Document(s) ID:

The EDDS Search Results screen will return all the documents that had been submitted under the specific Document ID.

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Live System)

Electronic Document Delivery System: Search Results

Sender's Information

Name: **Nestor Testor**
Organization/Agency/Firm Name: **Davis, Camillo & Poore Law Firm**
Email Address: **gpoore@nycourts.gov**
Phone: **607-555-1111**
Sender Notes: **various documents associated with Petitioner vs. Respondent**
Filing: **Sender requested the document(s) to be filed**

Case Information

Case Number: **CV-001234-20**
Case Title: **Patty Petitioner vs. Ronny Respondent**
Represented Party: **Patty Petitioner**
Party Role: **Petitioner**
Document(s) ID: S480GQ

Documents Delivered - May 21, 2020 9:08:16 AM

Stamp	Document Type	Comment	Status
<input type="checkbox"/>	AFFIDAVIT OF SERVICE-	Affidavit of Service	Processed
<input type="checkbox"/>	OTHER (ENTER DESCRIPTION IN FIELD BELOW)	Letter	Processed
<input type="checkbox"/>	MEMORANDUM OF LAW-	Memorandum of Law	Processed

Stamp Documents

To stamp the document(s) listed above:

1. Check the box next to each document
2. Verify the case number entered by the sender
3. If needed, update the filed date

To update the case number and/or filed date, enter the new information below.
The new case number and/or filed date will be applied to the stamp.

New Case Number **Update Filed Date** (mm/dd/yyyy)

Once the Search Results are returned, the user can stamp a selected documents as EDDS-filed, view the document by clicking on the document type, update a filed date or edit a case number.

Container Search:

Welcome

E-filing in New York state 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.

Cases

- > [EDDS Search](#)
- > [EDDS Containers](#)

Clerks

- > [EDDS To Do List](#)
- > [Reports](#)

The user may also search Civil or Criminal “Containers” within a selected date range. This can return multiple Document IDs and received dates.

NYSCEF - New York State Courts Electronic Filing (Training System)

Electronic Document Delivery System: Container Search

Select a court to load the available containers. You will also be able to search by date.

Court
Albany City Court (EDDS)

NYSCEF - New York State Courts Electronic Filing (Training System)

Electronic Document Delivery System: Container Search

Select a court to load the available containers. You will also be able to search by date.

Court
Albany City Court (EDDS)

Container

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

The Documents will be returned based upon the search parameters entered by the clerk.

The *Container Search* results can be sorted ascending or descending by Received Date or Filer (Submitter) Last Name.

NYSCEF - New York State Courts Electronic Filing (Live System)

Electronic Document Delivery System: Container Search

Select a court to load the available containers. You will also be able to search by date.

Court

Container

Start Date (mm/dd/yyyy) **End Date** (mm/dd/yyyy)

Received Date (asc)
 Received Date (desc)
 Filer Last Name (asc)
 Filer Last Name (desc)

Sort By:

Unique Identifier	Received Date	Filer	Email
ZEIOTU	05/18/2020	Test, T.	gpoore@nycourts.gov
DKFXRV	05/19/2020	test, t.	gpoore@nycourt.gov
S48OGQ	05/21/2020	Testor, N.	gpoore@nycourts.gov
8UPFAM	05/21/2020	Test, T.	aebarbie@nycourts.gov
YXRAIW	05/22/2020	Test, T.	aebarbie@nycourts.gov
TYEHRE	05/22/2020	IMBRIALE, C.	cimbriale@abclegal.com
MKGDBY	05/26/2020	Test, T.	gpoore@nycourts.gov
C1RZ7K	05/27/2020	IMBRIALE, C.	cimbriale@abclegal.com
STQLTU	05/28/2020	Severe, L.	efileservice@seliplaw.com
AHQIPH	05/28/2020	Sender, S.	aebarbie@nycourts.gov

Reports:

There are various reports which are available with the Court's EDDS.

- Note: Not all reports will be appropriate for the current functionality for City & District Courts.

NYSCEF - New York State Courts Electronic Filing (Live System)

Reports

Court
Cortland City Court (EDDS) ▼

Report Type
To-Do Items Processed ▼

Next

- Daily Transactions
- Daily Transactions by Fee Amount
- Email Notification
- Motion List
- To-do Items Processed

NYSCEF - New York State Courts Electronic Filing (Live System)

Reports

Court: Cortland City Court (EDDS)
Report Type: To-Do Items Processed

A routing group and a start date are required for this report (multiple groups can be selected).

Routing User Group
Intake (EDDS)

Start Date (mm/dd/yyyy) Start Time
12 :00 AM PM

End Date (mm/dd/yyyy) End Time
AM PM

[Create New Report](#) **Create Report**

Once the clerk enters the report parameters, click on the **green** Create Report button.

- Note: Some reports may open in a new window.

SAMPLE REPORTS:

Filing user	Claim #	Received Date	Return Date	Short Caption	Relief	Processing user
	Doc Type	Processed Date	Doc #	Motion Judge Case Judge	Motion#	
<p>Cortland City Court (EDDS): To-Do Items Processed User Group(s): Intake (EDDS) Date Range: 05/11/2020 12:00 AM - 05/29/2020 10:00 AM Created on: Fri May 29 11:00:10 EDT 2020</p>						
<p>User Group: Intake (EDDS)</p>						
<p>Edds Attorney (Firm: NYS Unified Court System) - filed by Contaldi, Ann Marie, Pressler, Felt & Warshaw, LLP CityCt-Cortland1 05/11/2020 03:39 PM STIPULATION -OTHER 05/12/2020 01:45 PM 2 (ENTER DESCRIPTION IN FIELD BELOW)-</p>						
<p>Intake (EDDS) - Total # of Items for 05/12/2020: 1</p>						
<p>Edds Attorney (Firm: NYS Unified Court System) - filed by IMBRIALE, CHRISTINE, ABC LEGAL SERVICES INC CityCt-Cortland1 05/12/2020 03:21 PM AFFIDAVIT OF SERVICE- 05/13/2020 10:09 AM 5</p>						
<p>Edds Attorney (Firm: NYS Unified Court System) - filed by Test, Cortland, Davis & Camillo Law Firm CityCt-Cortland1 05/12/2020 03:20 PM AFFIDAVIT OF SERVICE- 05/13/2020 10:10 AM 3</p>						
<p>Edds Attorney (Firm: NYS Unified Court System) - filed by Test, Cortland, Davis & Camillo Law Firm CityCt-Cortland1 05/12/2020 03:20 PM OTHER (ENTER DESCRIPTION IN FIELD BELOW) 05/13/2020 10:10 AM 4</p>						
<p>Intake (EDDS) - Total # of Items for 05/13/2020: 3</p>						
<p>Page 1 of 4</p>						

Daily Transactions: Search Results									
Records 1 through 14 of 14									
	Court Name	Date	Index #	Document Type	Filed By	Payment Type	Auth Code	Transaction Id #	Fee Amount
1	Chautauqua County Family Court	05/04/2020 02:23 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25822	\$45.00
2	Chautauqua County Family Court	05/04/2020 03:05 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25826	\$45.00
3	Chautauqua County Family Court	05/04/2020 03:13 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25827	\$45.00
4	Chautauqua County Family Court	05/05/2020 10:37 AM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25828	\$45.00
5	Chautauqua County Family Court	05/05/2020 12:15 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25829	\$45.00
6	Chautauqua County Family Court	05/09/2020 08:40 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25843	\$45.00
7	Chautauqua County Family Court	05/11/2020 01:11 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25844	\$45.00
8	Chautauqua County Family Court	05/11/2020 02:07 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25846	\$45.00
9	Chautauqua County Family Court	05/11/2020 03:02 PM	100000/2020	MOTION-	Nyscef Essential Case Type Attorney	VISA/MC	123456	TEST_25847	\$45.00