

NYS Unified Court System, Division of Technology

Electronic Document Delivery System (EDDS)

Supreme Court – Civil
User Guide for Court Clerks

May 2020

Table of Contents	Page
<u>Introduction</u>	2
• <u>Benefits of Electronic Document Delivery System (EDDS)</u>	2
• <u>Preparing Your Documents for Uploading to EDDS</u>	2
• <u>Service</u>	2
• <u>Filing</u>	2
• <u>Authorized Document and Proceeding Types for EDDS Submission</u>	3
<u>How to Submit Documents via EDDS (Sender):</u>	5
• <u>Step 1: Welcome</u>	5
• <u>Step 2: Getting Started</u>	6
• <u>Step 3: Enter Your Information</u>	7
• <u>Step 4: Select a Court</u>	8
• <u>Step 5: Select Case Type</u>	9
• <u>Step 6-A: Attach PDF Documents for Uploading (non-e-filing counties)</u>	10
• <u>Step 6-B: Attach PDF Documents for Uploading (e-filing counties)</u>	11
• <u>Step 7: Enter Payment Information</u>	12
• <u>Step 8: Review Your Information</u>	13
• <u>Step 9: Thank You</u>	14
• <u>Step 10: Automated Receipt Confirmation Email</u>	15
• <u>Step 11-A: Email Confirming Acceptance and/or Filing of Documents</u>	16
• <u>Step 11-B: Email Returning Documents for Correction</u>	17
<u>How to Review Documents Submitted via EDDS (Clerk):</u>	18
• <u>Step 1: NYSCEF Home Page</u>	18
• <u>Step 2: Login</u>	19
• <u>Step 3: Welcome</u>	20
• <u>Step 4: To-Do-List (select user group)</u>	20
• <u>Step 5: To-Do List (submissions list)</u>	21
• <u>Step 6: To-Do Item – Process Document (review documents)</u>	22
<u>Steps for Processing Documents:</u>	23
• <u>Step 7-A: To-Do Item – Process Document (comments)</u>	23
• <u>Step 7-B: To-Do Item – Process Document (process all documents)</u>	23
• <u>Step 7-C: To-Do Item Complete</u>	24
<u>Steps for Returning Documents:</u>	25
• <u>Step 8-A: To-Do Item – Process Document (return all documents)</u>	25
• <u>Step 8-B: Return Document</u>	25
• <u>Step 8-C: Return Document Confirmation</u>	26
<u>After Document Is Reviewed and Processed</u>	27
<u>Retrieving a Processed Document:</u>	28
• <u>Step 1-A: NYSCEF Home Page</u>	28
• <u>Step 1-B: Document Search</u>	28
• <u>Step 1-C: Search Results</u>	29
• <u>Step 2-A: NYSCEF Home Page</u>	30
• <u>Step 2-B: Container Search (select container and date)</u>	30
• <u>Step 2-C: Container Search (submissions list)</u>	31
• <u>Step 2-D: Search Results</u>	32

Introduction [\(back to top\)](#)

The Electronic Document Delivery System (EDDS) was developed to ensure access to New York's courts for approved proceedings during the COVID-19 pandemic. EDDS provides secure and efficient electronic delivery of documents, eliminating the need for physical contact at the courthouse. EDDS serves as a "virtual post office" for attorneys, litigants, court-appointed fiduciaries, and other interested parties to submit documents to the court.

Benefits of Electronic Document Delivery System (EDDS) [\(back to top\)](#)

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

Preparing Your Documents for Uploading to EDDS [\(back to top\)](#)

Your PDF document must comply with the following criteria:

- PDF/A
- Text Searchable (OCR)
- 1-inch margins
- Resolution of 200 dots per inch
- Flattened (if multi-layered)
- NOT password-protected or encrypted
- NOT contain any objects
- NOT have long file name

EDDS requires that all submitted documents conform to PDF/A specifications. EDDS will not accept documents that contain open action tags or JavaScript. Documents may not be accepted if the above specifications are not met.

Service [\(back to top\)](#)

Unlike e-filing, document submission via EDDS does not constitute service of the document upon any other party. If service is required, you must serve by some other electronic means, including email or facsimile, and upload a Proof of Service document (i.e., Affidavit, Affirmation or Acknowledgement) with your submission.

Filing [\(back to top\)](#)

Unlike e-filing, document submission via EDDS does not constitute filing, but you can request that your document is accepted for filing by checking the *Filing* box on the *Enter Your Information* screen [see How to Submit Documents via EDDS, [Step 3: Enter Your Information](#)]. After reviewing the document, the Court or County Clerk, as applicable, determines if the document meets established filing requirements and is suitable for filing, and you will get an email notifying you of whether your document is accepted for filing or not [see How to Submit Documents via EDDS, [Step 11-A: Email Confirming Acceptance and/or Filing of Documents](#) and [Step 11-B: Email Returning Documents for Correction](#)].

Authorized Document and Proceeding Types for EDDS Submission [\(back to top\)](#)

EDDS provides a mechanism for parties to electronically submit civil case documents to the Supreme Court only in counties that do not have an existing e-filing program. Parties are required to electronically submit civil case documents to the Supreme Court via NYSCEF when an e-filing program already exists in that county [see Chief Administrative Judge Mark's Administrative Orders 81, 81A and 81B dated March 26, 2020].

1. The following counties do not currently have e-filing programs for Supreme Court civil cases and are authorized for EDDS document submission in approved proceedings:

- Allegany
- Fulton
- Greene
- Hamilton
- Herkimer
- Montgomery
- Orleans
- Schenectady
- Schoharie

Civil document types authorized for EDDS submission may vary from week to week and from one court or judicial district to the next. If you are unsure whether your documents are authorized for submission via EDDS, contact the applicable Court or Judicial District Office to confirm before submitting. To find court contact information, use the Court Locator on the Unified Court System's public webpage at:

<http://www.nycourts.gov/courts/index.shtml>, choose the county and court type from the drop-down menus, and then click the *Find the Court* button.

MAIN MENU > HOME THE COURTS E-COURTS REPRESENTING YOURSELF THE LAW JURORS JUDGES LEGAL PROFESSION TOPICS A to Z

SEARCH NYCourts.gov

NYCOURTS.GOV

NEW YORK STATE UNIFIED COURT SYSTEM

THE COURTS

COURT LOCATOR

Choose County

and/or

Choose Court Type

Find the Court

Court Guides

NEW YORK CITY COURTS

Supreme Civil & Criminal
Civil Court

Housing Court
Small Claims

Criminal Court
Family Court
Surrogate's Court

SPECIALIZED COURTS & PARTS

Court of Claims
Commercial Division
Litigation Coordinating Panel
Problem-Solving Courts

COURTS OUTSIDE NEW YORK CITY

Supreme Court
County Court
City Court
District Court
Family Court
Surrogate's Court
Town & Village Courts

APPELLATE COURTS

Lower Appellate Courts
Appellate Divisions
Court of Appeals

GENERAL INFORMATION

Overview of the Courts
Structure of the Courts
History of the Courts
Accessibility (ADA)
Children's Centers
Court Interpreting
Court Terms & Holidays
Freedom of Information Law
Forms & Fees
Law Libraries
Rules
Transcripts

PROGRAMS & SERVICES

COURT ADMINISTRATION

Web page updated: March 12, 2020 | Copyright | Privacy Policy | Accessibility | Contact Us

2. The following counties have existing e-filing programs for Supreme Court civil cases and are not authorized for EDDS document submission in any proceeding types:

- Albany
- Bronx
- Broome
- Cattaraugus
- Cayuga
- Chautauqua
- Chemung
- Chenango
- Clinton
- Columbia
- Cortland
- Delaware
- Dutchess
- Erie
- Essex
- Franklin
- Genesee
- Jefferson
- Kings
- Lewis
- Livingston
- Madison
- Monroe
- Nassau
- New York
- Niagara
- Oneida
- Onondaga
- Ontario
- Orange
- Oswego
- Otsego
- Putnam
- Queens
- Rensselaer
- Richmond
- Rockland
- Saratoga
- Schuyler
- Seneca
- St. Lawrence
- Steuben
- Suffolk
- Sullivan,
- Tioga
- Tompkins
- Ulster
- Warren
- Washington
- Wayne
- Westchester
- Wyoming
- Yates

However, if all parties have not yet consented to e-filing, a [Stipulation and Consent to E-Filing Form](#) may be electronically submitted via EDDS in these counties to convert a case from paper filing to e-filing [see How to Submit Documents via EDDS, [Step 6-B: Attach PDF Documents for Uploading \(e-filing counties\)](#)]. Parties will receive an email notification once the case is converted and is available in NYSCEF for e-filing.

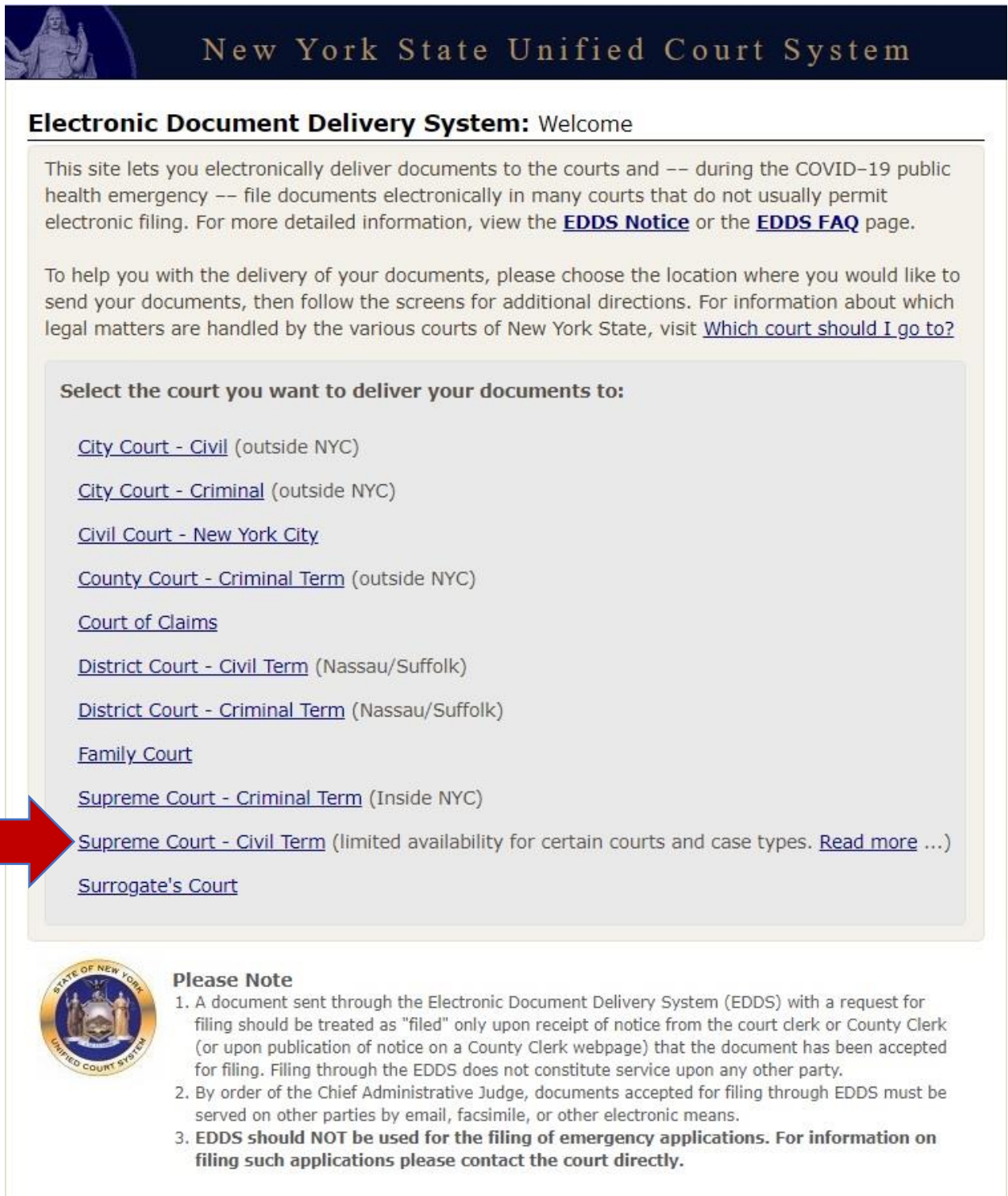
For questions or assistance with e-filing, please contact the [NYSCEF Resource Center](#).

How to Submit Documents via EDDS (Sender)

Each Supreme Court will identify their targeted EDDS document submitters for civil cases (i.e., attorneys, litigants, court-appointed fiduciaries, etc.) and provide them with the following instructions on how to electronically submit documents.

Step 1: Welcome ([back to top](#))

Go to the Electronic Document Delivery System webpage at:
<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>
and click the *Supreme Court – Civil Term* link 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](#) or the [EDDS FAQ](#) page.

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](#)

 **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.**

Step 2: Getting Started [\(back to top\)](#)

After reading the instructions, click the *Next* button to begin your 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 



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.**

Step 3: Enter Your Information [\(back to top\)](#)

Enter your name and contact information, case information, and briefly explain why you are submitting the document(s). You must complete all fields marked with an asterisk (*). You can enter "Not Applicable" in the *Case Number* field if a case number has not been assigned yet. Check the *Filing* box if you want the document(s) filed by the County Clerk. Click the *Next* button to continue.



Electronic Document Delivery System: Enter Your Information

Court Type: **Supreme Court Civil Term**

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 *
<input type="text" value="William"/>	<input type="text"/>	<input type="text" value="Test"/>
Organization/Agency/Firm Name *		- OR - <input checked="" type="checkbox"/> I do not have a lawyer
<input type="text"/>		
Phone Number (enter as 123-456-7890) *		
<input type="text" value="123-456-7890"/>		
Email Address *		
<input type="text" value="wtest@mail.com"/>		
Party You Are Representing (enter your name if you don't have a lawyer) *		
<input type="text" value="William Test"/>		
Party Role (e.g., petitioner, plaintiff, respondent, etc.) *		
<input type="text" value="Plaintiff"/>		
Case Number *		
<input type="text" value="1234/2020"/>		
Case Title *		
<input type="text" value="William Test -against- XYZ Corporation and Jane Doe"/>		
Motion Number (if applicable)		
<input type="text" value="1"/>		
Reason for sending documents *		
(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")		
<input type="text" value="This is a test."/>		

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

Step 4: Select a Court ([back to top](#))

Scroll through the list and select the county where you want to submit your document(s). Click the *Next* button to continue.

NOTE: The county you select will determine what case types are available on the next screen.



New York State Unified Court System

Electronic Document Delivery System: Select a Court

Select the court from the list below, then click Next.

Court (scroll if you don't see your court)

- Albany County Supreme Court (EDDS)
- Allegany County Supreme Court (EDDS)**
- Bronx County Supreme Court (EDDS)
- Broome County Supreme Court (EDDS)
- Cattaraugus County Supreme Court (EDDS)
- Cayuga County Supreme Court (EDDS)

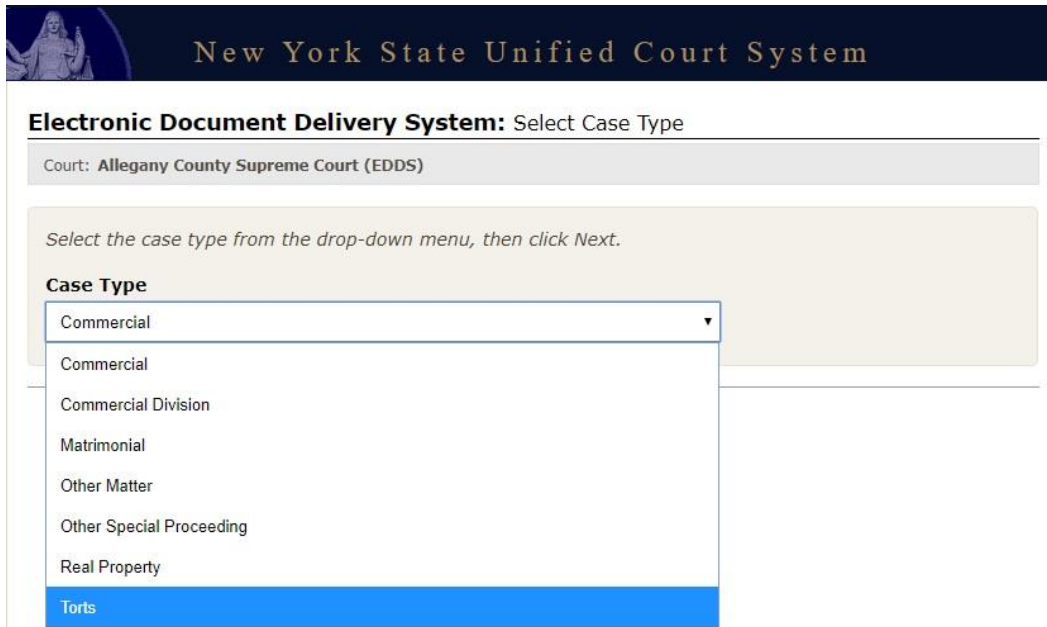
Cancel Next

Step 5: Select Case Type [\(back to top\)](#)

Select the case type from the drop-down list. Click the *Next* button to continue.

NOTE: The county you selected in *Step 4* determines what case types are available.

- If you selected a county that does not currently have an e-filing program [see section 1 of [Authorized Document and Proceeding Types for EDDS Submission](#)], all case types are available, and the drop-down menu displays as follows:



New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Allegany County Supreme Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

Case Type

- Commercial
- Commercial
- Commercial Division
- Matrimonial
- Other Matter
- Other Special Proceeding
- Real Property
- Torts**

- If you selected a county that has an existing e-filing program [see section 2 of [Authorized Document and Proceeding Types for EDDS Submission](#)], only Stipulation and Consent to E-filing is available, and the drop-down menu displays as follows:



New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Monroe County Supreme Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

Case Type

- Stipulation and Consent to E-Filing

Cancel Next

Step 6-A: Attach PDF Documents for Uploading (non-e-filing counties) [\(back to top\)](#)

For counties that do not currently have an e-filing program [see section 1 of [Authorized Document and Proceeding Types for EDDS Submission](#)], select the *Document Type* you are submitting from the drop-down list and click the *Choose File* button to upload your PDF file. If you have more than five documents to submit, click the *Add More Documents* button. Click the *Next* button to continue.

New York State Unified Court System

Electronic Document Delivery System: Attach PDF Documents for Uploading

Court: **Allegany County Supreme Court (EDDS)**
Case Type: **Torts**

Select a document type from the drop-down menu and attach your PDFs. * Required fields

Main Document

Document Type *
RJI -RE: NOTICE OF MOTION-

Attach your PDF (Max size 100 Mb) *
Choose File RJI.pdf

Exhibit Number/Letter (if applicable)

Document Description

Document 2

Document Type
NOTICE OF MOTION-

Attach your PDF (Max size 100 MB)
Choose File Notice of Motion.pdf

Exhibit Number/Letter (if applicable)

Document Description

Document 3

Document Type
AFFIDAVIT OR AFFIRMATION IN SUPPORT-

Attach your PDF (Max size 100 MB)
Choose File Affidavit in ... of Motion.pdf

Exhibit Number/Letter (if applicable)

Document Description

Document 4

Document Type
PROOF OF SERVICE-

Attach your PDF (Max size 100 MB)
Choose File Affidavit of Service.pdf

Exhibit Number/Letter (if applicable)

Document Description

Document 5

Document Type
NO FEE AUTHORIZATION (LETTER/ORDER/AFFIRMATION)

Attach your PDF (Max size 100 MB)
Choose File No Fee Auth...n Order.pdf

Exhibit Number/Letter (if applicable)

Document Description

Add More Documents

Cancel Next

Step 6-B: Attach PDF Documents for Uploading (e-filing counties) [\(back to top\)](#)

For counties that have an existing e-filing program [see section 2 of [Authorized Document and Proceeding Types for EDDS Submission](#)], the only document type available is Stipulation and Consent to E-filing. Click the *Choose File* button to upload your PDF file. Click the *Next* button to continue.

New York State Unified Court System

Electronic Document Delivery System: Attach PDF Documents for Uploading

Court: **Monroe County Supreme Court (EDDS)**
Case Type: **Stipulation and Consent to E-Filing**

Select a document type from the drop-down menu and attach your PDFs. * Required fields

Main Document

Document Type *
STIPULATION AND CONSENT TO E-FILING

Attach your PDF (Max size 100 MB) *
Choose File Stipulation ...ing-TEST.pdf

Exhibit Number/Letter (if applicable)

Document Description

Document 5

Document Type

Attach your PDF (Max size 100 MB)
Choose File No file chosen

Exhibit Number/Letter (if applicable)


Document Description

Add More Documents

Cancel Next

Step 8: Review Your Information ([back to top](#))

Review the information you entered. Click the *Change My Information* link to correct your contact information. Click the *Cancel* button and start over to change any other information. Click the *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.

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

Court: **Allegany County Supreme Court (EDDS)**
Case Type: **Torts**
Document(s) ID: 3VI6ZY

Your Information

Name: **William Test**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Represented Party: **William Test**
Party Role: **Plaintiff**
Case Number: **1234/2020**
Case Title: **William Test -against- XYZ Corporation and Jane Doe**
Motion Number: **1**
Reason for sending documents: **This is a test.**
Filing: **I would like my document(s) to be filed**
Representation: **I do not have a lawyer**

[Change My Information](#)


Documents Ready to be Sent

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

Document	Fee
RJI -RE: NOTICE OF MOTION-	\$95.00
NOTICE OF MOTION-	\$45.00
AFFIDAVIT OR AFFIRMATION IN SUPPORT-	\$0.00
PROOF OF SERVICE-	\$0.00
NO FEE AUTHORIZATION (LETTER/ORDER/AFFIRMATION)	+ \$0.00
Total Fees	\$140.00

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

CancelSend Documents



Please Note

- 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.
- 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.
- EDDS should **NOT** be used for the filing of emergency applications. For information on filing such applications please contact the court directly.

Step 9: Thank You [\(back to top\)](#)

Click the *Print* button to print this screen. You can also click the *Send Another Document* button to begin a new submission.

NOTE: You may need to reference your *Document ID* in future communications with the court. It is strongly recommended that you print this screen by clicking the *Print* button and/or make a note of your *Document ID* before exiting the screen.



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: **Monroe County Supreme Court (EDDS)**
Case Type: **Stipulation and Consent to E-Filing**
Document(s) ID: C3GFP8

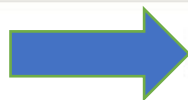


Information Received

Name: **William Test**
Organization/Agency/Firm Name: **Test Law Firm, LLC**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Represented Party: **John Doe**
Party Role: **Plaintiff**
Case Number: **1234/2020**
Case Title: **John Doe -against- XYZ Corporation and Jane Jones**
Motion Number: **1**
Reason for sending documents: **This is a test.**
Filing: **I would like my document(s) to be filed**

Documents Sent

Document
STIPULATION AND CONSENT TO E-FILING



Print

Send Another Document



Step 10: Automated Receipt Confirmation Email ([back to top](#))

Once you have successfully submitted your documents, you will get an automated email confirming receipt by the court.

After reviewing your submission, the court may either accept your documents [see [Step 11-A: Email Confirming Acceptance and/or Filing of Documents](#)] or return them for correction if a problem is identified [see [Step 11-B: Email Returning Documents for Correction](#)]. If you checked the *Filing* box on the *Enter Your Information* screen [see [Step 3: Enter Your Information](#)], the court will also determine if your submission meets established filing requirements and will process your documents for filing if appropriate.



Monroe County Supreme Court (EDDS)
Notification of Receipt
05/13/2020

On 05/13/2020, the EDDS System received the documents listed below from submitter William Test, wtest@mail.com. Please keep this notice for your records.

Sender Information

Document(s) ID: QXB8Q2

Case Number: 1234/2020

Case Title: John Doe -against- XYZ Corporation and Jane Jones

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: Test Law Firm, LLC

Represented Party: John Doe

Party Role: Plaintiff

Phone Number: 123-456-7890

Email Address: wtest@mail.com

Note: This is a test.

Documents Received

Document	Received Date
STIPULATION AND CONSENT TO E-FILING	05/13/2020

Receiver Contact Information

Receiver Name: Monroe County Supreme Court (EDDS)

Receiver Address:

Receiver Email Address: edds@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.

Step 11-A: Email Confirming Acceptance and/or Filing of Documents ([back to top](#))

If your documents are accepted by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 10: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.



Monroe County Supreme Court (EDDS)

Comment Added to Case

05/13/2020

Comment from Court User – John Q Clerk

Documents are accepted for filing. Conference is scheduled for 5/15/20 at 10:00AM via Skype for Business.

Skype for Business link: <https://meet.lync.com/nycourts/lohqclerk/1abc2xyz>

Sender Information

Document(s) ID: QXB8Q2

Case Number: 1234/2020

Case Title: John Doe -against- XYZ Corporation and Jane Jones

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: Test Law Firm, LLC

Represented Party: John Doe

Party Role: Plaintiff

Phone Number: 123-456-7890

Email Address: wtest@nycourts.gov

Note: This is a test.

Document Information

Document Type: STIPULATION AND CONSENT TO E-FILING

Filed Date: 05/13/2020

Receiver Contact Information

Receiver Name: Monroe County Supreme Court (EDDS)

Receiver Address:

Receiver Email Address: edds@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.

Step 11-B: Email Returning Documents for Correction ([back to top](#))

If your documents are returned for correction by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 10: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.



Monroe County Supreme Court (EDDS)
DOCUMENT RETURNED FOR CORRECTION
05/13/2020

Regarding Document(s) ID QXB8Q2, the court has **not accepted the document(s)** you sent for the following reason:
The Stipulation and Consent to E-filing is not signed by defendant Jane Doe.
Have Jane Doe sign the stipulation and resubmit.

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: QXB8Q2

Case Number: 1234/2020
Case Title: **John Doe** -against- XYZ Corporation and Jane Jones
Motion Number: 1
Name: **William Test**
Organization/Agency/Firm Name: **Test Law Firm, LLC**
Represented Party: **John Doe**
Party Role: **Plaintiff**
Phone Number: 123-456-7890
Email Address: wtest@nycourts.gov
Note: **This is a test.**

Documents Returned on 05/13/2020 09:33 AM

Document	Received Date
STIPULATION AND CONSENT TO E-FILING	05/13/2020

Receiver Contact Information

Receiver Name: **Monroe County Supreme Court (EDDS)**
Receiver Address:
Receiver Email Address: edds@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.

How to Review Documents Submitted via EDDS (Clerk)

You can review and process documents submitted via EDDS in the court's EDDS To-Do List as follows:

Step 1: NYSCEF Home Page ([back to top](#))

Go to the NYSCEF website at: <https://iapps.courts.state.ny.us/nyscef/HomePage> and click the **EDDS Court Processing** link.

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

Home
NYSCEF

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

Welcome to NYS Courts Electronic Filing (NYSCEF)

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.

To e-file without an attorney, visit our [Unrepresented Litigants](#) website.

1. RESOURCE CENTER STAFF ARE UNABLE TO ANSWER PHONES AT THIS TIME
Please email all inquiries to: efile@nycourts.gov and we will respond as soon as possible

Thank you in advance for your Patience.

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

3. Motions and other limited documents now accepted for filing in Existing matters
Due to the continued suspension of statutes by the Governor's [Executive Orders](#) and in accordance with [Administrative Orders Issued](#), Commencement of new matters is still restricted.

motions, cross-motions, responses, replies, notices of appeal, notes of issue and various stipulations may now be filed via NYSCEF in EXISTING MATTERS

Persons needing to file a commencement or 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. To search for a court go to NYCOURTS.GOV

E-Filing Login

[Appellate Court](#)

[Court of Claims](#)

[NYC Civil Court](#)
325d transferred matters ONLY

[Supreme Civil Court](#)

[Surrogate Court](#)

[EDDS Court Processing](#)
(Court Use Only)

Step 2: Login ([back to top](#))

On the NYSCEF Login page (<https://iapps.courts.state.ny.us/nyscef/Login>), enter your *User Name* and *Password* and click the *Login* button.

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

Home
NYSCEF

Home
Unrepresented Litigants

Account
Create an Account
Login
Search as Guest

Resources
Forms
Authorized Courts
Available Documents
Rules & Legislation
NYSCEF Updates

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.

1. Motions and other limited documents now accepted for filing in Existing matters
Due to the continued suspension of statutes by the Governor's [Executive Orders](#) and in accordance with [Administrative Orders Issued](#) **Commencement of new matters is still restricted.**
Persons who believe that a new matter 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.
NOTE: motions, cross-motions, responses, replies, notices of appeal, notes of issue and various stipulations may now be filed via NYSCEF in EXISTING MATTERS

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

Step 3: Welcome [\(back to top\)](#)

Click the *EDDS To-Do List* link in the *Clerks* menu.

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

Home
NYSCEF

Home
Unrepresented Litigants

File Documents

- Appellate Court
- Civil Court
- Court of Claims
- Criminal Court
- Supreme Court
- Digital Submission

Cases

- My Court's Cases
- SCAR Search
- Case Search

Clerks

- To Do List
- Locked To Do Items
- Reports
- File Court Document

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](#)

Step 4: To-Do-List (select user group) [\(back to top\)](#)

Select the applicable user group in the *User Group* drop-down list. [NOTE: Most Supreme Courts have only one user group called *Intake (EDDS)*.] Click the *Find To-Do Items* button to display a list of submissions to the court via EDDS.

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

To-Do List [Home](#)

Court
Monroe County Supreme Court (EDDS)

User Group
CC-Intake (EDDS)

Sort By
To-Do Item

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

Step 5: To-Do List (submissions list) [\(back to top\)](#)

The submissions list is displayed below the selection options. Click the *Approve Document* link in the *To-Do Item* column to begin processing the submission.

The screenshot shows the 'EDDS To Do List' page. At the top, there is a header for the 'New York State Unified Court System' and 'NYSCEF - New York State Courts Electronic Filing (Training System)'. Below the header, the page title 'EDDS To Do List' is displayed with a 'Home' link. The main content area contains three dropdown menus: 'Court' (Monroe County Supreme Court (EDDS)), 'User Group' (Intake (EDDS)), and 'Sort By' (To-Do Item). There are two buttons: 'Find To-Do Items' and 'Return to Home Page'. Below this is a table with a header row: 'To Do Item', 'Sender's Info', and 'Main Document'. The table contains two rows of data. The first row has 'Approve Document' circled in red, 'Intake (EDDS)', 'William Test', 'Document ID: 30A7A3', and 'RJI -RE: NOTICE OF MOTION- Received: May 28, 2020 4:57:14 PM'. The second row has 'Approve Document', 'Intake (EDDS)', 'William Test', 'Document ID: XWKUQV', and 'RJI -RE: NOTICE OF MOTION- Received: May 28, 2020 4:59:28 PM'. A '2 Items' indicator is in the top right of the table area.

To Do Item	Sender's Info	Main Document
Approve Document Intake (EDDS)	William Test Document ID: 30A7A3	RJI -RE: NOTICE OF MOTION- Received: May 28, 2020 4:57:14 PM
Approve Document Intake (EDDS)	William Test Document ID: XWKUQV	RJI -RE: NOTICE OF MOTION- Received: May 28, 2020 4:59:28 PM

Step 6: To-Do Item – Process Document (review documents) [\(back to top\)](#)

To view a document, click the document name link (e.g., NOTICE OF MOTION, AFFIRMATION/AFFIDAVIT OF SERVICE, STIPULATION, etc.) in the *Document* column, and the PDF document opens in a new browser window. After reviewing the documents, click the *Process All Documents* button to process all documents associated with the submission, or click the *Return All Documents* button to return all documents associated with the submission. Verify that the case number is correct. If not, enter the correct number in the *Case Number* field. Note the assigned *Document ID* for entry in the case management system and to search NYSCEF for the documents after they are processed. Check the *Stamp* box to apply a file stamp to a document if desired.

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

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

Claim #: **Supr-Monroe10**
Court: **Monroe County Supreme Court (EDDS)**
Case Type: **Stipulation and Consent to E-Filing**
Short Caption: **Monroe County Supreme Court (EDDS) -v- Stipulation and Consent to E-Filing**
[Full Caption](#) | [Document List](#) | *Receipt not available*

To return or reject a document, click the Return/Remove Document button at the bottom of the page.

Documents Sent
NOTE: By selecting the stamp checkbox for any document listed, you will be applying the date this document was received by EDDS to the document image as the officially FILED date.

Stamp	Document	Fee
<input type="checkbox"/>	STIPULATION AND CONSENT TO E-FILING 05/15/2020 04:13 PM	\$0.00
Total Fees		\$0.00

Document to be Processed

Document
STIPULATION AND CONSENT TO E-FILING

Control Number

Document Submitter Details

Document(s) ID: **C3GFP8**

Name: **William Test**

Organization/Agency/Firm Name: **Test Law Firm, LLC**

Phone: **123-456-7890**

Email: wtest@mail.com

Represented Party: **John Doe**

Case Number: **1234/2020**

Case Title: **John Doe -against- XYZ Corporation and Jane Jones**

Motion Number: **1**

Sender Note: **This is a test.**

Filing Requested
The sending user has requested that this document be filed.

The stamp will include the currently entered Case Number (entered by the sender).
If you would like to modify the case number please enter it below (this will modify the stored case number for all the documents in the table above).

Case No: (as it will appear on the stamp)

The Document ID can be used to search for the document after it is processed.

*****AT THIS POINT IN THE PROCEDURE*****

- If processing the documents, go to Steps 7-A, 7-B and 7-C.
- If returning the documents, go to Steps 8-A, 8-B and 8-C.

Steps for Processing Documents:

Step 7-A: To-Do Item – Process Document (comments) [\(back to top\)](#)

Add Internal Note is not applicable for EDDS submissions and should be left blank. *Add Comment to Case* is an optional field used only to add comments to email sent to the document submitter when the document is processed [see [How to Submit Documents via EDDS, Step 11-A: Email Confirming Acceptance and/or Filing of Documents](#)]. If a comment is entered, leave the *Email Comment to Sender* box checked and the *Public Comment* radio button selected. (The *Internal Comment* radio button is not used for EDDS submissions and should not be selected.) Comments for processed documents may include confirmation that the document was processed and accepted for filing and/or additional information and instructions regarding further court proceedings [see example below]. Proceed to *Step 7-B: To-Do Item – Process Document (process all documents)*.

NOTE: Comments for documents that are returned are not entered here. They are entered on the *Return Document* screen [see [Step 8-B: Return Document](#)].



The screenshot shows a web form with two main sections. The top section is titled "Add Internal Note" and contains a text input field. The bottom section is titled "Add Comment to Case" and contains a larger text input field. A red arrow points to the "Add Comment to Case" section. Below the text input field, there are two radio buttons: "Public Comment" (selected) and "Internal Comment (Visible to Court Staff ONLY)".

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.

Documents are accepted for filing. Conference is scheduled for 5/15/20 at 10:00AM via Skype for Business. Skype for Business link: <https://meet.lync.com/nycourts/johnqclerk/1abc2xyz>

Email comment to: Sender

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

Step 7-B: To-Do Item – Process Document (process all documents) [\(back to top\)](#)

Click the *Process All Listed Documents* button to process all documents associated to the submission. Proceed to *Step 7-C: To-Do Item Complete*.



Step 7-C: To-Do Item Complete ([back to top](#))

After the document is processed, confirmation displays on the *To-Do Item Complete* screen. Document processing is now complete.



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

EDDS - To Do Item Complete [Home](#)

Court: **Monroe County Supreme Court (Edds)**
Document(s) ID: 30A7A3

Review completed.
Received Date: 05/28/2020

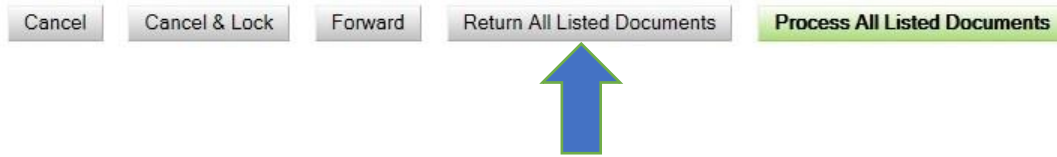
Document
RJI -RE: NOTICE OF MOTION-
NOTICE OF MOTION-
AFFIDAVIT OR AFFIRMATION IN SUPPORT-
PROOF OF SERVICE-

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

Steps for Returning Documents:

Step 8-A: To-Do Item – Process Document (return all documents) [\(back to top\)](#)

Click the *Return All Listed Documents* button to return all the documents associated to the submission for correction. Proceed to *Step 8-B: Return Document*.



Step 8-B: Return Document [\(back to top\)](#)

Enter a reason why the documents are being returned in the *Reason for Return* field, which is included in the automated email sent to the document submitter [see *How to Submit Documents via EDDS*, [Step 11-B: Email Returning Documents for Correction](#)]. Click the *Return All Listed Documents* button. Proceed to *Step 8-C: Return Document Confirmation*.

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

EDDS - Return Document [Home](#)

Court: **Monroe County Supreme Court (EDDS)**
Document(s) ID: **XWKUQV**

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

Document	Status
RJI -RE: NOTICE OF MOTION-	Pending
NOTICE OF MOTION-	Pending
AFFIDAVIT OR AFFIRMATION IN SUPPORT-	Pending
PROOF OF SERVICE-	Pending

Reason for Return

Affirmation in Support is not signed by the affiant. Resubmit your papers after the affiant has signed the Affirmation in Support.

Return All Listed Documents

Step 8-C: Return Document Confirmation [\(back to top\)](#)

After the document is returned, confirmation displays on the *Return Document Confirmation* screen. Document return is now complete.



New York State Unified Court System

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

EDDS - Return Document Confirmation [Home](#)

Court: **Monroe County Supreme Court (Edds)**

Document(s) ID: XWKUQV

The following documents have been returned to the user as "Returned for Correction".

Received Date: 05/28/2020

Document
RJI -RE: NOTICE OF MOTION-
NOTICE OF MOTION-
AFFIDAVIT OR AFFIRMATION IN SUPPORT-
PROOF OF SERVICE-

[Return to ToDo List](#)

[Return to Home Page](#)

After the Document Is Reviewed and Processed [\(back to top\)](#)

It is recommended that you complete the following case management system tasks after the document review is completed and the EDDS submission is accepted:

- Enter and schedule motions
- Enter other applicable case outcomes (e.g., adjournments, stipulations of discontinuance, etc.)
- Enter the assigned EDDS *Document ID* in the applicable comment or remarks field
- Schedule court dates as required (e.g., conferences, hearings, etc.)
- Send notification to parties as required
- You can preserve submitted documents and prevent unauthorized access to confidential information contained in documents downloaded to your computer until the documents can be added to the official court file as follows:
 - If using UCMS, save the PDF files to your computer. Upload the files to the corresponding case in UCMS and then delete the PDF files from your computer.
 - If using CCIS or ADBM, save the PDF files to a shared folder that is password protected and ensure that only appropriate staff have access to the folder. Create different folders for different intake groups if necessary. Delete the PDF files from your computer once the documents are added to the official court file.
- Proceed as normally

Retrieving a Processed Document

You can retrieve processed EDDS documents using either the *EDDS Search* link (see Steps 1-A to 1-C) or the *EDDS Containers* link (see Steps 2-A to 2-D) on the NYSCEF home page as follows:

Step 1-A: NYSCEF Home Page [\(back to top\)](#)

To search by *Document ID*, click the *EDDS Search* link in the *Cases* menu.

The screenshot shows the NYSCEF - New York State Courts Electronic Filing (Training System) home page. The header includes the New York State Unified Court System logo and the text 'NYSCEF - New York State Courts Electronic Filing (Training System)'. A yellow warning banner at the top right reads 'New York State Courts E-Filing Training Site'. Below this is a 'Welcome' message: '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.' The main content area is divided into two columns: 'Cases' and 'Clerks'. The 'Cases' column contains a blue folder icon with a magnifying glass and two links: '> EDDS Search' and '> EDDS Containers'. A red arrow points to the 'EDDS Search' link. The 'Clerks' column contains a red circular icon with a document and one link: '> EDDS To Do List'. The left sidebar contains a navigation menu with categories: 'Home NYSCEF', 'Home Unrepresented Litigants', 'File Documents' (with sub-items: Appellate Court, Civil Court, Court of Claims, Criminal Court, Supreme Court, Digital Submission), 'Cases' (with sub-items: My Court's Cases, SCAR Search, Case Search), 'Clerks' (with sub-items: To Do List, Locked To Do Items, Reports), and 'File Court Document'.

Step 1-B: Document Search [\(back to top\)](#)

Enter the *Document ID* [see How to Review Documents Submitted via EDDS, [Step 6: To-Do List \(review documents\)](#)]. Click the *Search* button.

The screenshot shows the NYSCEF - New York State Courts Electronic Filing (Live System) home page. The header includes the New York State Unified Court System logo and the text 'NYSCEF - New York State Courts Electronic Filing (Live System)'. The main content area is titled 'Electronic Document Delivery System: Document Search'. Below the title is a text box containing the instruction: '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**).' Below the text box is a form with a 'Document(s) ID:' label and an input field. A green arrow points to the input field. Below the input field is a green 'Search' button. A blue arrow points to the 'Search' button. The left sidebar contains a navigation menu with categories: 'Home NYSCEF', 'Home Unrepresented Litigants', 'File Documents' (with sub-items: Appellate Court, Civil Court, Court of Claims, Supreme Court, Digital Submission).

Step 1-C: Search Results [\(back to top\)](#)

To view a document, click the document name link (e.g., NOTICE OF MOTION, AFFIRMATION/AFFIDAVIT OF SERVICE, STIPULATION, etc.) in the *Document Type* column, and the PDF document opens in a new browser window. If a filed stamp was not already applied on the *Process Document* page [see How to Review Documents Submitted via EDDS, [Step 6: To-Do List \(review documents\)](#)], you may check the *Stamp* box and click the *Stamp Documents* button to apply a file stamp to a document if desired.

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: **William Test**
Organization/Agency/Firm Name: **Test Law Firm, LLC**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Sender Notes: **This is a test.**
Filing: **Sender requested the document(s) to be filed**

Case Information

Case Number: **1234/2020**
Case Title: **John Doe -against- XYZ Corporation and Jane Jones**
Represented Party: **John Doe**
Party Role: **Plaintiff**
Motion Number: **1**
Document(s) ID: QXB8Q2

Documents Delivered - May 13, 2020 9:44:28 AM

Stamp	Document Type	Comment	Status
<input type="checkbox"/>	STIPULATION AND CONSENT TO E-FILING		Pending

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 <input type="text" value="1234/2020"/>	Update Filed Date <small>(mm/dd/yyyy)</small> <input type="text" value=""/>	Stamp Documents
--	---	------------------------

Step 2-A: NYSCEF Home Page ([back to top](#))

To search by *Container*, click the *EDDS Containers* link in the *Cases* menu.

The screenshot shows the NYSCEF Home Page. The navigation menu on the left includes 'Home NYSCEF', 'Home Unrepresented Litigants', 'File Documents' (with sub-items: Appellate Court, Civil Court, Court of Claims, Criminal Court, Supreme Court, Digital Submission), 'Cases' (with sub-items: My Court's Cases, SCAR Search, Case Search), and 'Clerks' (with sub-items: To Do List, Locked To Do Items, Reports, File Court Document). A red arrow points to the 'EDDS Containers' link under the 'Cases' menu. The main content area features a 'New York State Courts E-Filing Training Site' banner, a 'Welcome' message, and two panels: 'Cases' with a search icon and 'Clerks' with a document icon. The 'Cases' panel contains links for '> EDDS Search' and '> EDDS Containers'.

Step 2-B: Container Search (select container and date) ([back to top](#))

Select the *Container* from the *Container* drop-down list. Enter the date or date range that you wish to search. Click the *Search* button.

The screenshot shows the 'Electronic Document Delivery System: Container Search' form. The form includes a 'Court' dropdown menu with 'Monroe County Supreme Court (EDDS)' selected, a 'Find Containers' button, a 'Container' dropdown menu with 'Torts' selected, and 'Start Date' and 'End Date' fields with dates '05/01/2020' and '05/28/2020' respectively. A green arrow points to the 'Container' dropdown, and a blue arrow points to the 'Search' button. The 'Start Date' and 'End Date' fields are circled in red.

Step 2-C: Container Search (submissions list) [\(back to top\)](#)

The submissions list is displayed below the selection options. Click the *Document ID* link in the *Unique Identifier* column to view the sender information and list of documents associated to the submission.



New York State Unified Court System

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

Container

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

Sort By:

Unique Identifier	Received Date	Filer	Email
7UOZXY	05/27/2020	Sender, T.	aebarbie@nycourts.gov
69UQ31	05/27/2020	Sends, B.	aebarbie@nycourts.gov
2YBOJL	05/28/2020	Test, W.	wtest@mail.com
8DJLBN	05/28/2020	Test, W.	wtest@mail.com
IPACJM	05/28/2020	Test, W.	wtest@mail.com
30A7A3	05/28/2020	Test, W.	wtest@mail.com
XWKUQV	05/28/2020	Test, W.	wtest@mail.com

Step 2-D: Search Results ([back to top](#))

To view a document, click the document name link (e.g., NOTICE OF MOTION, AFFIRMATION/AFFIDAVIT OF SERVICE, STIPULATION, etc.) in the *Document Type* column, and the PDF document opens in a new browser window. If a filed stamp was not already applied on the *Process Document* page [see How to Review Documents Submitted via EDDS, [Step 6: To-Do List \(review documents\)](#)], you may check the *Stamp* box and click the *Stamp Documents* button to apply a file stamp to the document if desired.



Electronic Document Delivery System: Search Results

Sender's Information

Name: **William Test**
Organization/Agency/Firm Name: **Test Law Firm, LLC**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Sender Notes: **This is a test.**
Filing: **Sender requested the document(s) to be filed**

Case Information

Case Number: **1234/2020**
Case Title: **John Doe -against- XYZ Corporation and Jane Jones**
Represented Party: **John Doe**
Party Role: **Plaintiff**
Motion Number: **1**
Document(s) ID: 30A7A3

Documents Delivered - May 28, 2020 4:57:14 PM

Stamp	Document Type	Comment	Status
<input type="checkbox"/>	<u>RJI -RE: NOTICE OF MOTION-</u>		Processed
<input type="checkbox"/>	<u>NOTICE OF MOTION-</u>		Processed
<input type="checkbox"/>	<u>AFFIDAVIT OR AFFIRMATION IN SUPPORT-</u>		Processed
<input type="checkbox"/>	<u>PROOF OF SERVICE-</u>		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)

