

NYS Unified Court System, Division of Technology

Electronic Document Delivery System (EDDS)

Supreme & County Court – Criminal
User Guide for Court Clerks

May 2020

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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 defense attorneys, prosecutors, probation departments, correction departments, law enforcement agencies, treatment service providers 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 [\(back to top\)](#)

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

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 10-A: Email Confirming Acceptance and/or Filing of Documents](#) and [Step 10-B: Email Returning Documents for Correction](#)].

Authorized Case and Document Types [\(back to top\)](#)

Criminal case types and 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.

The screenshot displays the 'THE COURTS' section of the NY Courts.gov website. The navigation bar at the top includes links for MAIN MENU >, HOME, THE COURTS, E-COURTS, REPRESENTING YOURSELF, THE LAW, JURORS, JUDGES, LEGAL PROFESSION, and TOPICS A to Z. A search bar for 'SEARCH NYCourts.gov' is located in the top right. The main heading is 'NY COURTS.GOV NEW YORK STATE UNIFIED COURT SYSTEM'. Below this, the 'THE COURTS' section is divided into four columns:

- COURT LOCATOR:** Contains two dropdown menus: 'Choose County' and 'Choose Court Type', both circled in red. Below them is a blue button labeled 'Find the Court', which is pointed to by a green arrow. There is also a 'Court Guides' section with accessibility icons and a button to 'Receive Text Messages about Court Closings & Other Advisories'.
- NEW YORK CITY COURTS:** Lists Supreme Civil & Criminal, Civil Court (with sub-categories: Housing Court, Small Claims), Criminal Court, Family Court, and Surrogate's Court.
- COURTS OUTSIDE NEW YORK CITY:** Lists Supreme Court, County Court, City Court, District Court, Family Court, Surrogate's Court, and Town & Village Courts.
- GENERAL INFORMATION:** Lists 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, and Transcripts.

Additional sections include 'SPECIALIZED COURTS & PARTS' (Court of Claims, Commercial Division, Litigation Coordinating Panel, Problem-Solving Courts), 'APPELLATE COURTS' (Lower Appellate Courts, Appellate Divisions, Court of Appeals), 'PROGRAMS & SERVICES', and 'COURT ADMINISTRATION'. The footer contains the text: 'Web page updated: March 12, 2020 | Copyright | Privacy Policy | Accessibility | Contact Us'.

How to Submit Documents via EDDS (Sender)

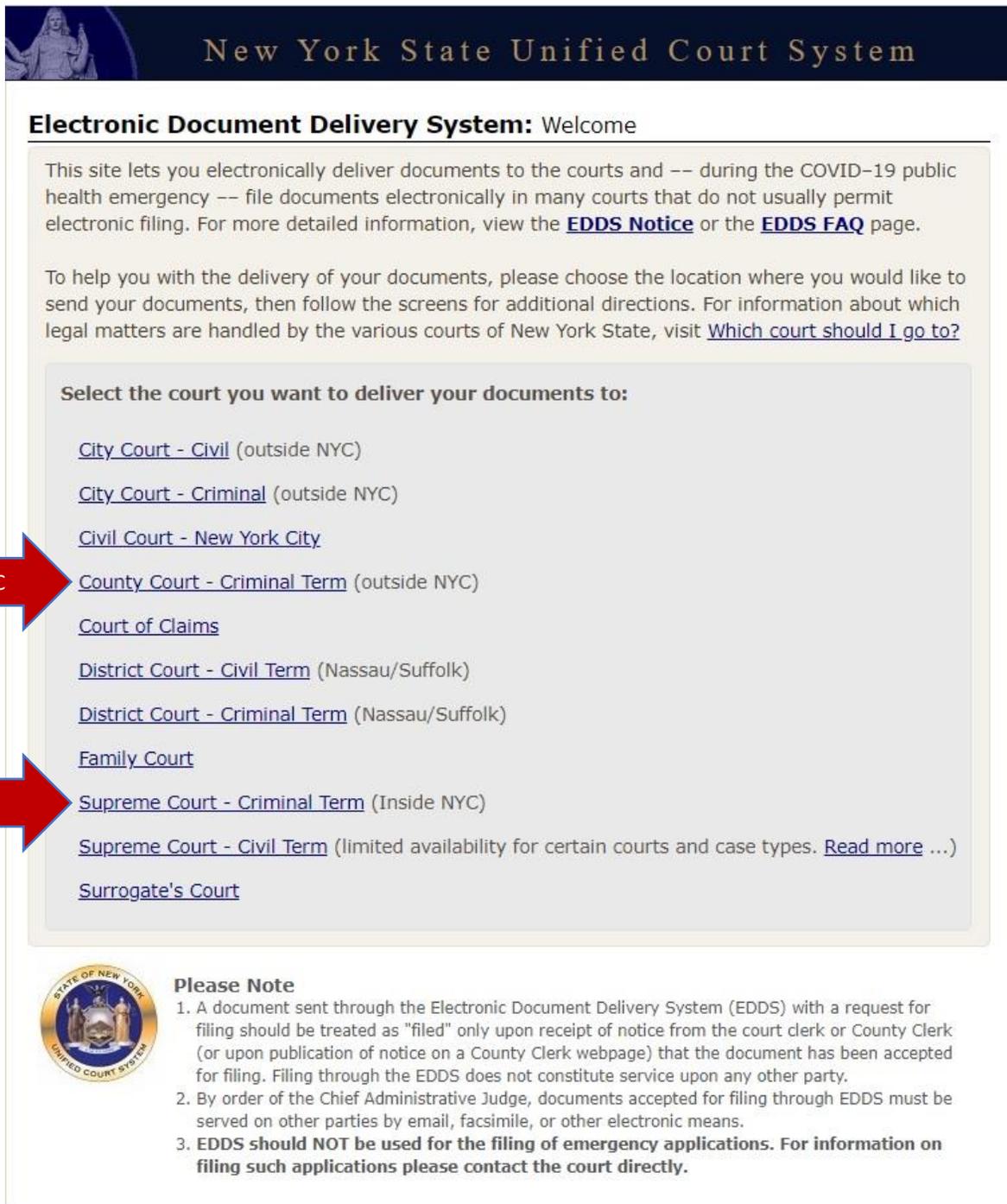
Each Supreme & County Court will identify their targeted EDDS document submitters for criminal cases (i.e., defense attorneys, prosecutors, probation departments, correction departments, law enforcement agencies, treatment service providers, etc.) and provide them with the following instructions on how 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>

To enter the site, click the *Supreme Court – Criminal Term* link for superior criminal courts inside the five boroughs of New York City (i.e., Bronx, Kings, New York, Queens and Richmond Counties) or click the *County Court – Criminal Term* link for superior criminal courts outside New York City.



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 Court or County Clerk, as applicable. Click the *Next* button to continue.



Electronic Document Delivery System: Enter Your Information

Court Type: **County Court - Criminal 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 *

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.) *

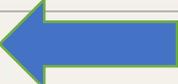
Case Number *

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



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.

- If you clicked the *Supreme Court – Criminal Term* link to enter the site, only the five counties within New York City are available, and the drop-down menu displays as follows:

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)

- Bronx Supreme Court - Criminal Term (EDDS)
- Kings County - Supreme Court (Criminal Term) (EDDS)
- New York Supreme Court - Criminal Term (EDDS)
- Queens Supreme Court - Criminal Term (EDDS)
- Richmond Supreme Court - Criminal Term (EDDS)

Cancel Next

- If you clicked the *County Court – Criminal Term* link to enter the site, only counties outside New York City are available, and the drop-down menu displays as follows:

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)

- Livingston County Court - Criminal Term (EDDS)
- Madison County Court - Criminal Term (EDDS)
- Monroe County Court - Criminal Term (EDDS)
- Montgomery County Court - Criminal Term (EDDS)
- Nassau County Court - Criminal Term (EDDS)
- Niagara County Court - Criminal Term (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: For most superior criminal courts, the only case type available is Criminal, and it is the default value in the drop-down list.

New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Monroe County Court - Criminal Term (EDDS)** **Outside NYC**

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

Case Type

Criminal

Cancel **Next**

New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Bronx Supreme Court - Criminal Term (EDDS)** **Inside NYC**

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

Case Type

Criminal

Cancel **Next**

Step 6: Attach PDF Documents for Uploading [\(back to top\)](#)

Select the *Document Type* you are submitting from the drop-down list and click the *Browse...* 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: Bronx Supreme Court - Criminal Term (EDDS)
Case Type: Criminal

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

Main Document

Document Type *
MOTION-

Attach your PDF (Max size 100 MB) *
C:\Users\wperritt\Documents\Noti Browse...

Document Description

Document 2

Document Type
AFFIDAVIT OR AFFIRMATION IN SUPPORT-

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Affid Browse...

Document Description

Document 3

Document Type
AFFIRMATION/AFFIDAVIT OF SERVICE-

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Affid Browse...

Document Description

Document 4

Document Type
CERTIFICATE OF COMPLIANCE (COC)

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Cert Browse...

Document Description

Document 5

Document Type
CERTIFICATE OF READINESS

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Cert Browse...

Document Description

Add More Documents

Cancel Next

Step 7: 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.



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: **Bronx Supreme Court - Criminal Term (EDDS)**
Case Type: **Criminal**
Document(s) ID: UNADAA



Your Information

Name: **William Test**
Organization/Agency/Firm Name: **DA's Office**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Represented Party: **People of the State of New York**
Party Role: **Prosecutor**
Case Number: **1234/2020**
Case Title: **People of the State of New York -vs- John Doe**
Motion Number: **1**
Reason for sending documents: **This is a test.**
Filing: **I would like my document(s) to be filed**

[Change My Information](#)

Documents Ready to be Sent

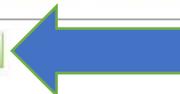
To view a document, click the **Document Type** link

Document	Fee
MOTION-	\$0.00
AFFIDAVIT OR AFFIRMATION IN SUPPORT-	\$0.00
AFFIRMATION/AFFIDAVIT OF SERVICE-	\$0.00
CERTIFICATE OF COMPLIANCE (COC)	\$0.00
CERTIFICATE OF READINESS	+ \$0.00
Total Fees	\$0.00

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

Cancel

Send 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.**

Step 8: 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 Court - Criminal Term (EDDS)**

Case Type: **Criminal**

Document(s) ID: 1SLE30



Information Received

Name: **William Test**

Organization/Agency/Firm Name: **DA's Office**

Email Address: **wtest@mail.com**

Phone: **123-456-7890**

Represented Party: **People of the State of New York**

Party Role: **Prosecutor**

Case Number: **1234/2020**

Case Title: **People of the State of New York -vs- John Doe**

Motion Number: **1**

Reason for sending documents: **This is a test.**

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

Documents Sent

Document
MOTION-
AFFIDAVIT OR AFFIRMATION IN SUPPORT-
AFFIRMATION/AFFIDAVIT OF SERVICE-
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial



Print

Send Another Document



Step 9: 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 [see example below].

After reviewing your submission, the court may either accept your documents [see [Step 10-A: Email Confirming Acceptance and/or Filing of Documents](#)] or return them for correction if a problem is identified [see [Step 10-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 Court - Criminal Term (EDDS) Notification of Receipt 05/12/2020												
<p>On 05/12/2020, the EDDS System received the documents listed below from submitter William Test, wtest@mail.com. Please keep this notice for your records.</p>													
Sender Information													
<p>Document(s) ID: RNWZQW Case Number: 1234/2020 Case Title: People of the State of New York -vs- John Doe Motion Number: 1 Name: William Test Organization/Agency/Firm Name: DA's Office Represented Party: People of the State of New York Party Role: Prosecutor Phone Number: 123-456-7890 Email Address: wtest@mail.com Note: This is a test.</p>													
Documents Received													
<table border="1"><thead><tr><th>Document</th><th>Received Date</th></tr></thead><tbody><tr><td>MOTION-</td><td>05/12/2020</td></tr><tr><td>AFFIDAVIT OR AFFIRMATION IN SUPPORT-</td><td>05/12/2020</td></tr><tr><td>AFFIRMATION/AFFIDAVIT OF SERVICE-</td><td>05/12/2020</td></tr><tr><td>OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery</td><td>05/12/2020</td></tr><tr><td>OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial</td><td>05/12/2020</td></tr></tbody></table>	Document	Received Date	MOTION-	05/12/2020	AFFIDAVIT OR AFFIRMATION IN SUPPORT-	05/12/2020	AFFIRMATION/AFFIDAVIT OF SERVICE-	05/12/2020	OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery	05/12/2020	OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial	05/12/2020	
Document	Received Date												
MOTION-	05/12/2020												
AFFIDAVIT OR AFFIRMATION IN SUPPORT-	05/12/2020												
AFFIRMATION/AFFIDAVIT OF SERVICE-	05/12/2020												
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery	05/12/2020												
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial	05/12/2020												
Receiver Contact Information													
<p>Receiver Name: Monroe County Court - Criminal Term (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.</p>													
<p><i>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.</i></p>													

Step 10-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 9: 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 Court - Criminal Term (EDDS) Comment Added to Case 05/12/2020
Comment from Court User - John Q Clerk	
Documents are accepted for filing. Motion is scheduled for oral argument on 5/15/20 at 10:00AM via Skype for Business. Login link: https://meet.lync.com/nycourts/tclerk/1abc2xyz	
Sender Information	
Document(s) ID: RNWZQW	
Case Number: 1234/2020	
Case Title: People of the State of New York -vs- John Doe	
Motion Number: 1	
Name: William Test	
Organization/Agency/Firm Name: DA's Office	
Represented Party: People of the State of New York	
Party Role: Prosecutor	
Phone Number: 123-456-7890	
Email Address: wtest@mail.com	
Note: This is a test.	
Document Information	
Document Type: MOTION-	
Filed Date: 05/12/2020	
Receiver Contact Information	
Receiver Name: Monroe County Court - Criminal Term (EDDS)	
Receiver Address:	
Receiver Email Address: eds@nycourts.gov	
Note - this email address is for correspondence only - No documents will be accepted through this email address.	
<small>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.</small>	

Step 10-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 9: 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 Court - Criminal Term (EDDS)
DOCUMENT RETURNED FOR CORRECTION
05/12/2020

Regarding Document(s) ID RNWZQW, the court has **not accepted the document(s)** you sent for the following reason:
The Affirmation in Support and Affirmation of Service are not signed by the affiant.
Resubmit the documents after they have been signed by the affiant.

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: RNWZQW
Case Number: **1234/2020**
Case Title: **People of the State of New York -vs- John Doe**
Motion Number: **1**
Name: **William Test**
Organization/Agency/Firm Name: **DA's Office**
Represented Party: **People of the State of New York**
Party Role: **Prosecutor**
Phone Number: **123-456-7890**
Email Address: wtest@nycourts.gov
Note: **This is a test.**

Documents Returned on 05/12/2020 09:33 AM

Document	Filed Date
MOTION-	05/12/2020
AFFIDAVIT OR AFFIRMATION IN SUPPORT-	05/12/2020
AFFIRMATION/AFFIDAVIT OF SERVICE-	05/12/2020
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery	05/12/2020
OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial	05/12/2020

Receiver Contact Information

Receiver Name: **Monroe County Court - Criminal Term (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
Unrepresented Litigants

Account
Create an Account
Login
Search as Guest

Resources
Forms
Authorized Courts
Available Documents
Rules & Legislation
NYSCEF Updates

Login [Help](#)

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

1. Motions and other limited documents now accepted for filing in Existing matters
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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.

The screenshot shows the homepage of the New York State Unified Court System NYSCEF - New York State Courts Electronic Filing (Training System). The page has a dark blue header with the system name and a yellow warning banner for the E-Filing Training Site. A left-hand navigation menu lists various options including Home, File Documents, Cases, and Clerks. The main content area includes a 'Welcome' message and two columns: 'Cases' and 'Clerks'. A red arrow points to the 'EDDS To Do List' link in the Clerks column.

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 superior criminal 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.

The screenshot shows the 'To-Do List' page in the NYSCEF - New York State Courts Electronic Filing (Live System). The page features a form with three dropdown menus: 'Court' (Monroe County Court - Criminal Term (EDDS)), 'User Group' (Intake (EDDS)), and 'Sort By' (To-Do Item). A green 'Find To-Do Items' button and a purple 'Return to Home Page' link are located at the bottom. A blue arrow points to the 'Find To-Do Items' button, and an orange arrow points to the 'User Group' dropdown.

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.

New York State Unified Court System

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

To-Do List [Home](#)

Court
Monroe County Court - Criminal Term (EDDS) ▼

User Group
Intake (EDDS) ▼

Sort By
To-Do Item ▼

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

*To process an item, click on the **To Do Item** link* *5 Items*

To Do Item	Sender's Info	Main Document
Approve Document Intake (Non-Essential)	Mike V Hawk <i>Document ID: APFGUK</i>	BOND (PROPOSED) Received: Apr 30, 2020 10:24:32 AM
Approve Document Intake (Non-Essential)	Mike V Hawk <i>Document ID: X6A5QT</i>	BOND (PROPOSED) Received: May 1, 2020 12:34:35 PM <i>big bond</i>
Approve Document Intake (Non-Essential)	Mike V Hawk <i>Document ID: KCUP7M</i>	JUDICIAL SUBPOENA Received: May 1, 2020 12:52:24 PM
Approve Document Intake (Non-Essential)	Mike A Hawk <i>Document ID: HGCGFA</i>	BOND (PROPOSED) Received: May 10, 2020 1:14:13 AM <i>document desc</i>
Approve Document Intake (Non-Essential)	Mike A Hawk <i>Document ID: 04NXJS</i>	ORDER (PROPOSED) Received: May 10, 2020 1:16:34 AM

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

To view a document, click the document name link (e.g., MOTION, WARRANT, SUBPOENA, 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 #: **CtyCtCrim-Monroe1**
Court: **Monroe County Court - Criminal Term (EDDS)**
Case Type: **Criminal**
Short Caption: **Monroe County Court - Criminal Term (EDDS) -v- Criminal**
[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 checked="" type="checkbox"/>	MOTION-05/15/2020 03:53 PM	\$0.00
<input type="checkbox"/>	AFFIDAVIT OR AFFIRMATION IN SUPPORT-05/15/2020 03:53 PM	\$0.00
<input type="checkbox"/>	AFFIRMATION/AFFIDAVIT OF SERVICE-05/15/2020 03:53 PM	\$0.00
<input type="checkbox"/>	OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Compliance with Discovery 05/15/2020 03:53 PM	\$0.00
<input type="checkbox"/>	OTHER (ENTER DESCRIPTION IN FIELD BELOW) Certificate of Readiness for Trial 05/15/2020 03:53 PM	\$0.00
Total Fees		\$0.00

Document to be Processed

Document
MOTION-

Control Number

Document Submitter Details

Document(s) ID: **1SLE30**

Name: **William Test**

Organization/Agency/Firm Name: **D...fice**

Phone: **123-456-7890**

Email: wtest@mail.com

Represented Party: **People of the State of New York**

Case Number: **1234/2020**

Case Title: **People of the State of New York -vs- John Doe**

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)

*****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 10-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, 'Add Internal Note', has a text area and a note that any note entered will be visible to court users on the next step. The bottom section, 'Add Comment to Case', contains a text area with a red arrow pointing to it. Below the text area are two rows of options: 'Email comment to:' with a checked checkbox for 'Sender', and 'Make comment visible to:' with radio buttons for 'Public Comment' (selected) and 'Internal Comment (Visible to Court Staff ONLY)'. Both the 'Sender' checkbox and the 'Public Comment' radio button are circled in red.

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: **Kings County Court - Criminal Term (Edds)**
Document(s) ID: HGCGFA

Review completed.
Received Date: 05/10/2020

Document
BOND (PROPOSED) document desc
OTHER (ENTER DESCRIPTION IN FIELD BELOW)

[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 10-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: Kings County Court - Criminal Term (EDDS)
Document(s) ID: MICBHS

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

Document	Status
WARRANT (PROPOSED)	Pending

Reason for Return

No accusatory instrument was provided with your arrest warrant request. Resubmit the proposed arrest warrant with an accusatory instrument.

Cancel **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: **Kings County Court - Criminal Term (Edds)**
Document(s) ID: MICBHS

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

Received Date: 05/28/2020

Document
WARRANT (PROPOSED)

[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, securing orders, etc.)
- Enter the assigned EDDS *Document ID* in the applicable comment or remarks field
- Schedule court dates as required (e.g., arraignments, bail review, 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 CRMS 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 stating that e-filing is authorized for certain case types and courts, with a link to 'Authorized Courts and Case Types'. It also mentions 'Free Hands-On Training' for the 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 menu 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), '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'. It contains a text box with 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 this is a form with a 'Document(s) ID:' label, an input field, and a green 'Search' button. A green arrow points to the input field, and a blue arrow points to the 'Search' button. The left sidebar menu is partially visible, showing 'Home NYSCEF', 'Home Unrepresented Litigants', and '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., MOTION, WARRANT, SUBPOENA, 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: **DA's Office**
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: **People of the State of New York -vs- John Doe**
Represented Party: **People of the State of New York**
Party Role: **Prosecutor**
Motion Number: **1**
Document(s) ID: RNWZQW

Documents Delivered - May 12, 2020 5:29:59 PM

Stamp	Document Type	Comment	Status
<input type="checkbox"/>	MOTION-		Processed
<input type="checkbox"/>	AFFIDAVIT OR AFFIRMATION IN SUPPORT-		Processed
<input type="checkbox"/>	AFFIRMATION/AFFIDAVIT OF SERVICE-		Processed
<input type="checkbox"/>	OTHER (ENTER DESCRIPTION IN FIELD BELOW)	Certificate of Compliance with Discovery	Processed
<input type="checkbox"/>	OTHER (ENTER DESCRIPTION IN FIELD BELOW)	Certificate of Readiness for Trial	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)

1234/2020

Stamp Documents

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

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

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

Kings County Court - Criminal Term (EDDS)

Container

Warrant Application

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

05/01/2020 05/28/2020

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

To view a document, click the document name link (e.g., MOTION, WARRANT, SUBPOENA, 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.

New York State Unified Court System

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

Electronic Document Delivery System: Search Results

Sender's Information

Name: **William Test**
Organization/Agency/Firm Name: **DA's Office**
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: **People of the State of New York -vs- John Doe**
Represented Party: **People of the State of New York**
Party Role: **Prosecutor**
Motion Number: **1**
Document(s) ID: MICBHS

Documents Delivered - May 28, 2020 1:36:55 PM

Stamp	Document Type	Comment	Status
<input type="checkbox"/>	WARRANT (PROPOSED)		Returned for Correction

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)