

NYS Unified Court System, Division of Technology

# Electronic Document Delivery System

## Family Court User Guide for Court Clerks

June 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 attorneys, litigants, presentment agencies, probation departments, 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

Family Courts will continue to use current secure applications that are in place for certain case types including the LUC data-share for NYC abuse and neglect petitions, the Family Offense Advocate Assisted Program, and E-Share for original child support cases. The Electronic Document Delivery System provides an optional additional tool for the Family Courts to receive essential documents.

### 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 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](#)]].

## **Essential Proceedings Authorized for EDDS Submission**     [\(back to top\)](#)

Commencing a new case by electronically submitting documents via EDDS is restricted only to approved pilot courts for the following essential proceeding types. [see How to Submit Documents via EDDS, [Step 5: Select Case Type](#)]:

### *1. Child Protective (NN, NA, AS, B, L, K) proceedings*

Presentment agencies, attorneys and pro-se litigants can submit documents for new petitions, pre-petitions, requests for extensions of supervision, placement modifications, orders to show cause, 1028 applications, and other emergency applications.

\* In NYC, most original Abuse and Neglect petitions will continue to come through the LUC data-share.

### *2. Juvenile Delinquency (D, E, S) proceedings*

Submitters may include presentment agencies such as Corporation Counsel or county attorneys, other agencies such as DSS or OCFS, and attorneys or self-represented litigants.

### *3. Emergency Family Offense (O) proceedings*

The DIY Family Offense Advocate Assisted Petition Program will continue to be used for emergency proceedings when an advocate is working with the litigant. If there is no advocated involved, an attorney or self-represented litigant may use EDDS.

### *4. Other Essential Matters*

Orders to Show Cause and stipulations may be submitted on various Family Court case types that are deemed to be of an essential and emergency nature.

## **Motions Authorized for EDDS Submission in Non-Essential Proceedings**     [\(back to top\)](#)

Electronically submitting motion documents via EDDS is authorized in essential and non-essential proceedings, but is restricted to existing cases only [see How to Submit Documents via EDDS, [Step 5: Select Case Type](#)].

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

1. Pre-petitions
2. Petitions
3. Motions
4. Orders to Show Cause (OTSC)
5. Stipulations
6. Notice of Entry
7. Notice of Appeal

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 website. At the top, a navigation bar includes links for MAIN MENU >, HOME, THE COURTS, E-COURTS, REPRESENTING YOURSELF, THE LAW, JURORS, JUDGES, LEGAL PROFESSION, and TOPIC'S A to Z. A search bar labeled 'SEARCH NYCourts.gov' is located in the top right corner. The main header features the 'NYCOURTS.GOV' logo and the text 'NEW YORK STATE UNIFIED COURT SYSTEM'. Below this, a green banner reads 'THE COURTS'. The page is organized into four columns:

- COURT LOCATOR:** Contains two dropdown menus labeled 'Choose County' and 'Choose Court Type', both circled in red. Below them is a blue button labeled 'Find the Court' with a green arrow pointing to it. There is also a 'Court Guides' section with icons for accessibility and a button to 'Receive Text Messages about Court Closings & Other Advisories'.
- NEW YORK CITY COURTS:** Lists 'Supreme Civil & Criminal', 'Civil Court' (with sub-items: Housing Court, Small Claims), 'Criminal Court', 'Family Court', and 'Surrogate's Court'. It also includes 'SPECIALIZED COURTS & PARTS' such as 'Court of Claims', 'Commercial Division', 'Litigation Coordinating Panel', and 'Problem-Solving Courts'.
- COURTS OUTSIDE NEW YORK CITY:** Lists 'Supreme Court', 'County Court', 'City Court', 'District Court', 'Family Court', 'Surrogate's Court', and 'Town & Village Courts'. It also includes 'APPELLATE COURTS' such as 'Lower Appellate Courts', 'Appellate Divisions', and 'Court of Appeals'.
- GENERAL INFORMATION:** Lists various resources including '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'. It also includes 'PROGRAMS & SERVICES' and 'COURT ADMINISTRATION'.

At the bottom of the page, a footer contains the text: 'Web page updated: March 12, 2020 | Copyright | Privacy Policy | Accessibility | Contact Us'.

## How to Submit Documents (Sender)

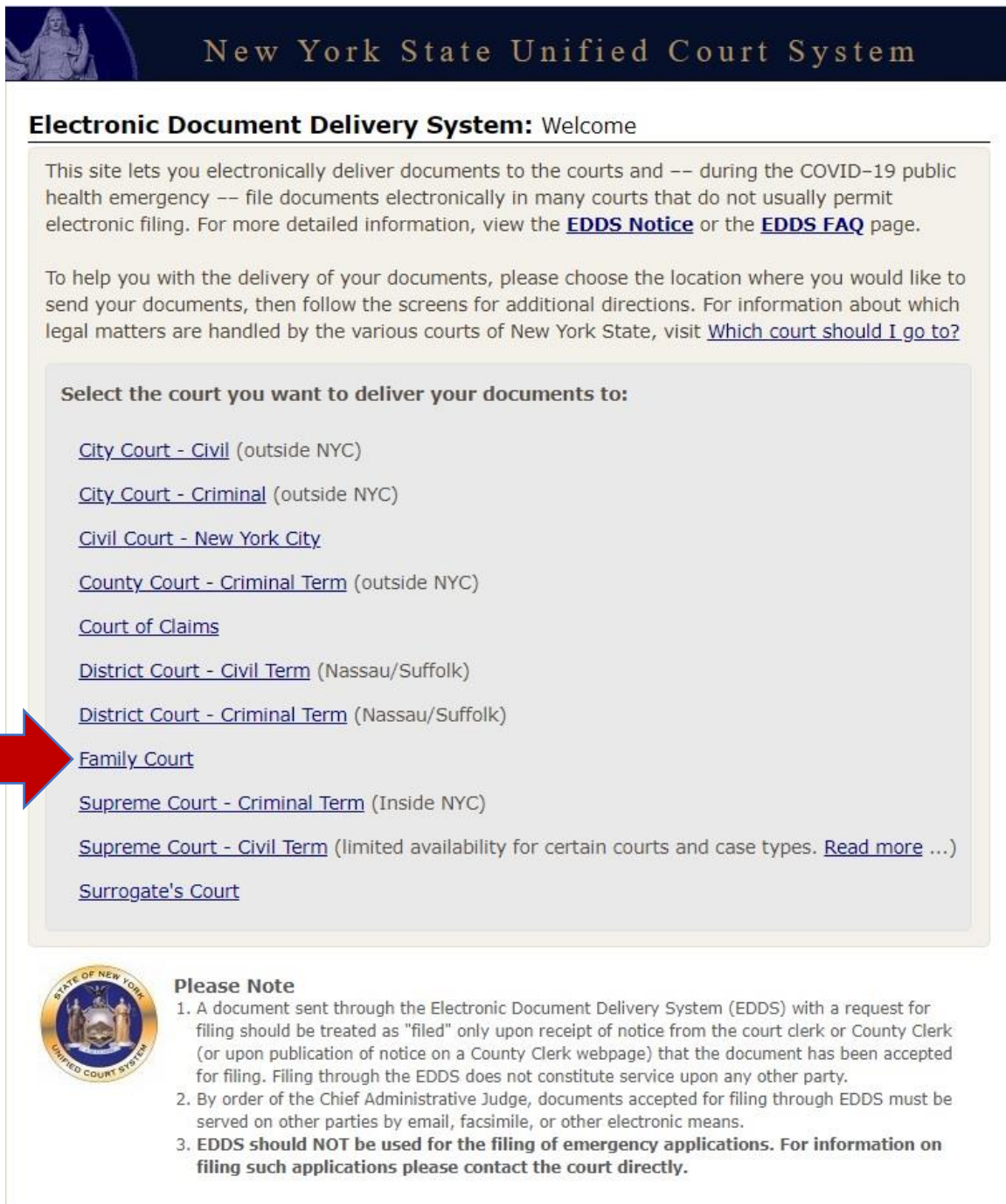
Each Family Court will identify their targeted EDDS document submitters (i.e., attorneys, litigants, presentment agencies, probation departments, treatment service providers, etc.) and provide them with the following instructions on how to electronically submit documents.

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

Visit the Electronic Document Delivery System submission webpage at:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

and click on the *Family Court* 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** 



**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 "Unknown" or "Not Applicable" in the *Case Number* and *Case Title* fields if this is a new proceeding. Check the *Filing* box if you want the document(s) filed by the court. Then, click the *Next* button to continue.



**Electronic Document Delivery System: Enter Your Information**

Court Type: **Family Court**

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

First Name \*      Middle Name      Last Name \*  
           

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

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

Email Address \*

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

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

Case Number \*

Case Title \*

Motion Number (if applicable)

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

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



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

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

**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)

- Monroe County Family Court (EDDS)
- Montgomery County Family Court (EDDS)
- Nassau County Family Court (EDDS)
- Niagara County Family Court (EDDS)
- Oneida County Family Court (EDDS)
- Onondaga County Family 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.

- If submitting documents to commence an approved essential proceeding, select the applicable case type [see [Essential Proceedings Authorized for EDDS Submission](#)].

**New York State Unified Court System**

**Electronic Document Delivery System: Select Case Type**

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

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

**Case Type**

- Child Protective Proceeding
- Child Protective Proceeding
- Family Offense Proceeding / Temporary Order of Protection
- Juvenile Delinquency Proceeding
- Non-Essential Case - Motions
- Other Essential Matter

- If submitting motion documents in an existing case that is not an approved essential proceeding, select “Non-Essential Case – Motions” as the case type [see [Motions Authorized for EDDS Submission in Non-Essential Proceedings](#)].

**New York State Unified Court System**

**Electronic Document Delivery System: Select Case Type**

Court: **Albany County Family Court (EDDS)**

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

**Case Type**

Non-Essential Case - Motions

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. You may also enter a *Document Description*. 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: Monroe County Family Court (EDDS)  
Case Type: Child Protective Proceeding

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

**Main Document**

Document Type \*  
PETITION-

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

Document Description

**Document 2**

Document Type  
ORDER TO SHOW CAUSE-

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

Document Description

**Document 3**

Document Type

Attach your PDF (Max size 100 MB)  
Browse...

Document Description

**Document 4**

Document Type

Attach your PDF (Max size 100 MB)  
Browse...

Document Description

**Document 5**

Document Type

Attach your PDF (Max size 100 MB)  
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: **Monroe County Family Court (EDDS)**  
Case Type: **Child Protective Proceeding**  
**Document(s) ID: NLTF01**

**Your Information**  
Name: **William Test**  
Organization/Agency/Firm Name: **County Attorney's Office**  
Email Address: **wtest@mail.com**  
Phone: **123-456-7890**  
Represented Party: **Jane Doe**  
Party Role: **Petitioner**  
Case Number: **1234/2020**  
Case Title: **Jane Doe -against- 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           |
|--------------------------------------|---------------|
| <a href="#">PETITION-</a>            | \$0.00        |
| <a href="#">ORDER TO SHOW CAUSE-</a> | + \$0.00      |
| <b>Total Fees</b>                    | <b>\$0.00</b> |

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



**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.

**New York State Unified Court System**

## Thank You

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

Court: **Monroe County Family Court (EDDS)**  
Case Type: **Child Protective Proceeding**  
**Document(s) ID: RB35YQ**

**Information Received**  
Name: **William Test**  
Organization/Agency/Firm Name: **County Attorney's Office**  
Email Address: **wtest@mail.com**  
Phone: **123-456-7890**  
Represented Party: **Jane Doe**  
Party Role: **Petitioner**  
Case Number: **1234/2020**  
Case Title: **Jane Doe -against- 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             |
|----------------------|
| PETITION-            |
| ORDER TO SHOW CAUSE- |

[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.

| <b>Monroe County Family Court (EDDS)</b><br><b>Notification of Receipt</b><br><b>05/15/2020</b>  |               |               |           |            |                      |            |  |
|--|---------------|---------------|-----------|------------|----------------------|------------|--|
| On 05/15/2020, the EDDS System received the documents listed below from submitter William Test, <a href="mailto:wtest@mail.com">wtest@mail.com</a> . Please keep this notice for your records.   |               |               |           |            |                      |            |  |
| <b>Sender Information</b>  |               |               |           |            |                      |            |  |
| <b>Document(s) ID: RB35YQ</b><br>Case Number: 1234/2020<br>Case Title: Jane Doe -against- John Doe<br>Motion Number: 1<br>Name: William Test<br>Organization/Agency/Firm Name: County Attorney's Office<br>Represented Party: Jane Doe<br>Party Role: Petitioner<br>Phone Number: 123-456-7890<br>Email Address: <a href="mailto:wtest@mail.com">wtest@mail.com</a><br>Note: This is a test. |               |               |           |            |                      |            |  |
| <b>Documents Received</b>  |               |               |           |            |                      |            |  |
| <table border="1"><thead><tr><th>Document</th><th>Received Date</th></tr></thead><tbody><tr><td>PETITION-</td><td>05/15/2020</td></tr><tr><td>ORDER TO SHOW CAUSE-</td><td>05/15/2020</td></tr></tbody></table>  | Document      | Received Date | PETITION- | 05/15/2020 | ORDER TO SHOW CAUSE- | 05/15/2020 |  |
| Document   | Received Date |               |           |            |                      |            |  |
| PETITION-  | 05/15/2020    |               |           |            |                      |            |  |
| ORDER TO SHOW CAUSE-   | 05/15/2020    |               |           |            |                      |            |  |
| <b>Receiver Contact Information</b>  |               |               |           |            |                      |            |  |
| Receiver Name: Monroe County Family Court (EDDS)<br>Receiver Address:<br>Receiver Email Address: <a href="mailto:MonroeFamilyCourt@nycourts.gov">MonroeFamilyCourt@nycourts.gov</a><br><b>Note - this email address is for correspondence only - No documents will be accepted through this email address.</b>   |               |               |           |            |                      |            |  |



**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 Family Court (EDDS)**

**Comment Added to Case**

**05/19/2020**

**Comment from Court User – John Q Clerk**

---

Documents are accepted for filing. Hearing is scheduled on 5/15/2020 at 10:00AM via Skype for Business.

Login link: <https://meet.lync.com/nycourts/jqclerk/1abc2xyz>

**Sender Information**

---

**Document(s) ID: RB35YQ**

Case Number: 1234/2020

Case Title: Jane Doe -against- John Doe

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: County Attorney's Office

Represented Party: Jane Doe

Party Role: Petitioner

Phone Number: 123-456-7890

Email Address: [wtest@nycourts.gov](mailto:wtest@nycourts.gov)

Note: This is a test.

**Document Information**

---

Document Type: PETITION-

Filed Date: 05/19/2020

**Receiver Contact Information**

---

Receiver Name: Monroe County Family Court (EDDS)

Receiver Address:

Receiver Email Address: [MonroeFamilyCourt@nycourts.gov](mailto:MonroeFamilyCourt@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 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 Family Court (EDDS)**  
**DOCUMENT RETURNED FOR CORRECTION**  
**05/19/2020**

Regarding Document(s) ID RB35YQ, the court has **not accepted the document(s)** you sent for the following reason:  
The Affirmation in Support of your Order to Show Cause is not signed by the affiant.  
Resubmit your document after the affiant has signed it.

**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: RB35YQ**

Case Number: **1234/2020**  
Case Title: **Jane Doe -against- John Doe**  
Motion Number: **1**  
Name: **William Test**  
Organization/Agency/Firm Name: **County Attorney's Office**  
Represented Party: **Jane Doe**  
Party Role: **Petitioner**  
Phone Number: **123-456-7890**  
Email Address: [wtest@nycourts.gov](mailto:wtest@nycourts.gov)  
Note: **This is a test.**

**Documents Returned on 05/19/2020 09:33 AM**

---

| Document             | Filed Date |
|----------------------|------------|
| ORDER TO SHOW CAUSE- | 05/15/2020 |

**Receiver Contact Information**

---

Receiver Name: **Monroe County Family Court (EDDS)**  
Receiver Address:  
Receiver Email Address: [MonroeFamilyCourt@nycourts.gov](mailto:MonroeFamilyCourt@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

## How to Review Submitted Documents (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](mailto: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](http://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](http://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

**New York State Courts E-Filing Training Site**

**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 family 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.

**To-Do List** [Home](#)

**Court**  
Monroe County Family Court (EDDS) ▾

**User Group**  
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.

**To-Do List** [Home](#)

**Court**  
Monroe County Family Court (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 2 Items

| To Do Item  | Sender's Info                       | Main Document  |
|---|-------------------------------------|--|
| <a href="#">Approve Document</a><br>Intake (EDDS) | John Doe<br>Document ID: 5CRWWN     | <a href="#">STIPULATION</a><br>Received: May 27, 2020 2:36:14 PM |
| <a href="#">Approve Document</a><br>Intake (EDDS) | William Test<br>Document ID: LTXFZ7 | <a href="#">PETITION-</a><br>Received: May 27, 2020 2:37:51 PM   |



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

To view a document, click the document name link (e.g., MOTION, PETITION, STIPULATION, ORDER TO SHOW CAUSE, 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 UCMS 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.

NOTE: Save the PDF files to your computer. Attach them to the corresponding docket in UCMS. Then, delete the PDF files from your computer to prevent unauthorized access to confidential information that may be contained in documents.

The screenshot displays the 'To Do Item - Process Document' page. At the top, it features the New York State Unified Court System logo and the text 'NYSCEF - New York State Courts Electronic Filing (Training System)'. Below this, the page title 'To Do Item - Process Document' is shown with a 'Home' link. The main content area includes instructions on stamping and returning documents. A 'Sender's Information' section lists details for William Test from the County Attorney's Office. The 'Case Information' section shows Case Number 1234/2020 and Case Title Jane Doe -against- John Doe. A red arrow points to the 'Document(s) ID: LTXFZ7' field with the text 'The Document ID can be used to search for the document after it is processed.' Below this is a table of 'Documents Delivered' with columns for Stamp, Document, and Fee. The first row shows 'PETITION-' with a checked stamp box and a fee of \$0.00. The second row shows 'ORDER TO SHOW CAUSE-' with an unchecked stamp box and a fee of \$0.00. A 'Total Fees' row shows \$0.00. At the bottom, a 'Stamp Documents' section includes a 'New Case Number' field containing '1234/2020'.

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

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

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

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

**Sender's Information**

Name: **William Test**  
Organization/Agency/Firm Name: **County Attorney's Office**  
Email Address: [wtest@mail.com](mailto: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: **Jane Doe -against- John Doe**  
Represented Party: **Jane Doe**  
Party Role:  
Motion Number: **1**  
**Document(s) ID: LTXFZ7**

**Documents Delivered - 05/27/2020 02:37 PM**

| Stamp                               | Document                             | Fee           |
|-------------------------------------|--------------------------------------|---------------|
| <input checked="" type="checkbox"/> | <a href="#">PETITION-</a>            | \$0.00        |
| <input type="checkbox"/>            | <a href="#">ORDER TO SHOW CAUSE-</a> | \$0.00        |
| <b>Total Fees</b>                   |                                      | <b>\$0.00</b> |

**Stamp Documents**

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

**New Case Number**

**\*\*\*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](#)].

**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. Hearing is scheduled on 5/15/2020 at 10:00AM via Skype for Business. Login link: <https://meet.lync.com/nycourts/jqclerk/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*.

Cancel    Cancel & Lock    Forward    Return All Listed Documents    **Process All Listed Documents**



**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 Family Court (Edds)**  
**Document(s) ID:** TLU6ML

*Review completed.*  
*Received Date:* 05/28/2020

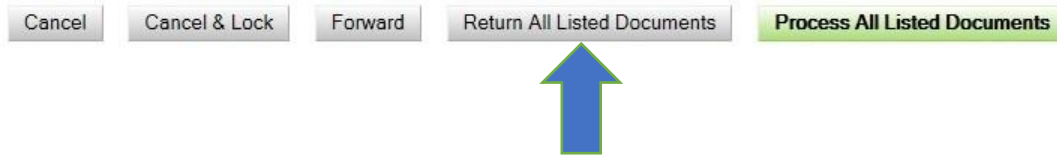
| Document                             |
|--------------------------------------|
| <a href="#">PETITION-</a>            |
| <a href="#">ORDER TO SHOW CAUSE-</a> |

[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*.



## EDDS - Return Document

[Home](#)

Court: **Monroe County Family Court (EDDS)**  
Document(s) ID: 8NYOJ4

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

### Documents Received

| Document                             | Status  |
|--------------------------------------|---------|
| <a href="#">PETITION-</a>            | Pending |
| <a href="#">ORDER TO SHOW CAUSE-</a> | Pending |

### Reason for Return

Your Order to Show Cause does not contain an Affirmation in Support. Please include an Affidavit in Support and resubmit.

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: **Monroe County Family Court (Edds)**  
**Document(s) ID: 8NYOJ4**

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

**Received Date:** 05/28/2020

| Document                             |
|--------------------------------------|
| <a href="#">PETITION-</a>            |
| <a href="#">ORDER TO SHOW CAUSE-</a> |

[Return to ToDo List](#)     [Return to Home Page](#)

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

Complete the following tasks in UCMS-Family after the document review is completed:

For essential proceeding submissions:

1. Docket the case if necessary
2. Attach the downloaded PDF document to the appropriate UCMS docket
3. Enter the EDDS *Document ID* in the appropriate remarks field for future reference
4. Delete the downloaded PDF document from your computer
5. Schedule the first appearance and send out notification to the parties
6. Proceed as normally

For motion submissions in existing cases:

1. Enter the motion in UCMS
2. Attach the downloaded PDF document to the appropriate UCMS docket
3. Enter the EDDS *Document ID* in the appropriate remarks field for future reference
4. Delete the downloaded PDF document from your computer
5. Schedule an appearance and send out notification to the parties if required
6. 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 NYSCEF logo and the text "New York State Unified Court System" and "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 from the "Case Search" link in the left sidebar 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", "File Documents", "Cases", and "Clerks".

### 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 NYSCEF logo and the text "New York State Unified Court System" and "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, an input field, and a "Search" button. A green arrow points from the right towards the input field, and a blue arrow points from the right towards the "Search" button. The left sidebar contains a navigation menu with categories: "Home", "File Documents", and "Digital Submission".

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

To view a document, click the document name link (e.g., MOTION, PETITION, STIPULATION, ORDER TO SHOW CAUSE, 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 (Training System)

### Electronic Document Delivery System: Search Results

**Sender's Information**

Name: **William Test**  
Organization/Agency/Firm Name: **County Attorney'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: **Jane Doe -against- John Doe**  
Represented Party: **Jane Doe**  
Party Role: **Petitioner**  
Motion Number: **1**  
**Document(s) ID: RB35YQ**

**Documents Delivered - May 15, 2020 11:59:03 AM**

| Stamp                    | Document Type                               | Comment | Status         |
|--------------------------|---|---------|----------------|
| <input type="checkbox"/> | <b>PETITION-</b>                            |         | <b>Pending</b> |
| <input type="checkbox"/> | <u><a href="#">ORDER TO SHOW CAUSE-</a></u> |         | <b>Pending</b> |

**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.

|  |  |                        |
|--|--|------------------------|
| <b>New Case Number</b><br><input type="text" value="1234/2020"/> | <b>Update Filed Date (mm/dd/yyyy)</b><br><input type="text" value=""/> | <b>Stamp Documents</b> |
|--|--|------------------------|



**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. At the top, it says "New York State Unified Court System" and "NYSCEF - New York State Courts Electronic Filing (Training System)". On the left is a navigation menu with sections: "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 yellow banner at the top right says "New York State Courts E-Filing Training Site". Below that is a "Welcome" message. In the center, there are two boxes: "Cases" with a folder icon and "Clerks" with a document icon. Under "Cases", there are links for "> EDDS Search" and "> EDDS Containers", with a red arrow pointing to the latter. Under "Clerks", there is a link for "> 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.

The screenshot shows the "Electronic Document Delivery System: Container Search" form. It has a header with the NYSCEF logo and text: "Select a court to load the available containers. You will also be able to search by date." Below this are three main sections: "Court" with a dropdown menu set to "Monroe County Family Court (EDDS)" and a "Find Containers" button; "Container" with a dropdown menu set to "Child Protective Proceeding" and a green arrow pointing to it; and "Start Date (mm/dd/yyyy)" and "End Date (mm/dd/yyyy)" fields, both containing "05/01/2020" and "05/27/2020" respectively, with a red circle around them. At the bottom, there are "Cancel" and "Search" buttons, with a blue arrow pointing to the "Search" button.



**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**  
Monroe County Family Court (EDDS)

**Container**  
Child Protective Proceeding

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

**Sort By:** Received Date (asc)

| Unique Identifier      | Received Date | Filer    | Email  |
|------------------------|---------------|----------|--|
| <a href="#">RB35YQ</a> | 05/15/2020    | Test, W. | <a href="mailto:wperritt@nycourts.gov">wperritt@nycourts.gov</a> |
| <a href="#">LTXFZ7</a> | 05/27/2020    | Test, W. | <a href="mailto:wtest@mail.com">wtest@mail.com</a>               |

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

To view a document, click the document name link (e.g., MOTION, PETITION, STIPULATION, ORDER TO SHOW CAUSE, 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: **County Attorney'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: **Jane Doe -against- John Doe**  
Represented Party: **Jane Doe**  
Party Role: **Petitioner**  
Motion Number: **1**  
**Document(s) ID: RB35YQ**

**Documents Delivered - May 15, 2020 11:59:03 AM**

| Stamp                    | Document Type                        | Comment | Status         |
|--------------------------|--------------------------------------|---------|----------------|
| <input type="checkbox"/> | <b>PETITION-</b>                     |         | <b>Pending</b> |
| <input type="checkbox"/> | <a href="#">ORDER TO SHOW CAUSE-</a> |         | <b>Pending</b> |

**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) | <b>Stamp Documents</b> |
| <input type="text" value="1234/2020"/> | <input type="text" value=""/>  |                        |