

CIVIL COURT OF THE CITY OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

**NOTICE OF CONVERSION TO  
ELECTRONIC FILING  
(Converted Action to E-Filing )  
(Uniform Rule § 202.5-b(b)(2)(iv)  
and 208.4-a(b))**

**You have received this Notice because:**

- 1) The undersigned has made a letter application request pursuant to Uniform Rule § 202.5-b(b)(2)(iv) and 208.4-a(b), to have this matter converted to electronic form using the New York State Courts E-filing system (“NYSCEF”).
- 2) The application has been approved.
- 3) The matter has been converted, and
- 4) You are a party in this case.

• **If you are represented by an attorney:**

Give this Notice to your attorney. (Attorneys: see Information for Attorneys pg. 2).

• **If you are not represented by an attorney:**

**You will be served with all documents in paper and you must serve and file your documents in paper, unless you choose to participate in e-filing.**

**If you choose to participate in e-filing, you must have access to a computer and a scanner or other device to convert documents into electronic format, a connection to the internet, and an e-mail address to receive service of documents.**

The **benefits of participating in e-filing** include:

- serving and filing your documents electronically
- free access to view and print your e-filed documents
- limiting your number of trips to the courthouse
- paying any court fees on-line (credit card needed)

**To register for e-filing or for more information about how e-filing works:**

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented), or
- contact the Clerk’s Office or Help Center at the court where the case was filed. Court contact information can be found at [www.nycourts.gov](http://www.nycourts.gov)

To find legal information to help you represent yourself visit [www.nycourthelp.gov](http://www.nycourthelp.gov).

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Information for Attorneys:

**An attorney representing a party who is served with this notice must either:**

- 1) immediately record his or her representation within the e-filed matter on the NYSCEF site [www.nycourts.gov/efile](http://www.nycourts.gov/efile); or
- 2) if exempt from e-filing, file and serve appropriate notice as required by NYSCEF court rules.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov)).

Dated: \_\_\_\_\_

_____	Signature	
_____	Print Name	_____ E-Mail
_____	Firm Name	_____ Address
		_____ Phone

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_