

STATE OF NEW YORK  
COURT OF CLAIMS

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Claimants(s)

Claim No. \_\_\_\_\_

- against -

Assigned Judge: \_\_\_\_\_

Defendant(s).

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**NOTICE OF CONVERSION TO  
ELECTRONIC FILING  
(Converted Action to E-Filing)**  
(Uniform Rule § 202.5b(b)(2)(iv) and 206.5-aa)

**You have received this Notice because**

1. The undersigned has made an application 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 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: \_\_\_\_\_

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