NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE

(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)

CIVIL COURT OF THE CITY OF NEW YORK
COUNTY OF _____

---x

                                        Plaintiff/Petitioner,
  - against -   **Index No.** _____

                                        Defendant/Respondent.
  ---x

When permitted to submit original hard copy documents in e-filed cases, indicate the reason for hard copy submission by checking the relevant box and signing below.

Non-Participating Counsel

The attached is a court original unless and until uploaded to NYSCEF.

[ ] In a **consensual** case, I am authorized to and have served on all other parties a declination of consent to e-filing on behalf of my client, a party to this case.

[ ] In a **mandatory** case, I am exempt from the requirement to e-file because I have filed with the clerk of the court where this action is pending the opt-out form required by the Rules or the court has granted my application upon good cause shown.

Participating Counsel and Participating Unrepresented Litigants

Submissions Requiring Subsequent E-Filing (filer is responsible for upload to NYSCEF)

[ ] I am submitting a proposed order to show cause and supporting papers seeking a TRO, together with the required showing that I or my client will be significantly prejudiced by giving notice. If the court directs service in hard copy only, I shall e-file these documents within 3 business days after service.

[ ] I am filing this document in hard copy under the emergency exception and am submitting the required affirmation/affidavit of explanation. I shall, as required by the Rules, e-file these documents within 3 business days thereafter.

[ ] I am filing this document in hard copy because of a technical failure on the e-filing site as defined in the E-Filing Rules. I shall, as required by the Rules, e-file these documents within 3 business days after restoration of normal operations at the site.

[ ] I am submitting an ex parte application pursuant to statute _____. If these documents are served in hard copy only, I shall, as required by the E-Filing Rules, e-file these documents within 3 business days after service.

Special Applications/Documents (filer may be responsible for upload to NYSCEF)

[ ] I am applying for an order ☐ sealing / ☐ limiting access to document(s) and I am submitting the application in hard copy form, as permitted by court protocol/procedure.

[ ] I am submitting documents for in camera review.

[ ] I am filing an exhibit that cannot be e-filed (Rule 202.5-b(d)(7)).

Dated: _____   _____ (Address)

_____ (Signature)   _____

_____ (Name)   _____ (Phone)

_____ (Firm Name)   _____ (E-Mail)