

NEW YORK STATE UNIFIED COURT SYSTEM  
NEW YORK STATE COURTS ELECTRONIC FILING

USER REGISTRATION  
for  
NYSCEF TRAINING SYSTEM

The New York State Courts Electronic Filing System (“NYSCEF”) permits users to file documents with the County Clerk and the court electronically. Filings and all other actions in real cases occur in the NYSCEF Live System. NYSCEF also operates a Training System for, as the name indicates, the sole purpose of education. The Training System provides a replica of the Live System and allows new users to make test filings and undertake other NYSCEF functions in simulated cases so as to develop an understanding of the workings of NYSCEF and, by repetition, achieve facility with NYSCEF.

It is very important that all those who use the Training System understand fully that it is an educational tool only. No action of any kind can be taken in a real case in or through the Training System. Any effort to take action in a real case through the Training System will be a nullity. Any document filed in the Training System will be transmitted to a server only. No documents filed in the Training System are actually filed with, and none ever reach, County Clerk or court staff. No actual index or case number will ever be assigned. All notifications sent by NYSCEF in the Training System are automated notices from the Training System only and are simulated, not real. The payment functionality in the Training System will not permit the test user to make any payment whatsoever. All other functions of the Training System are likewise simulated only.

Reflecting the distinction between the Live System for real cases and the Training System for education, a separate ID and password are required for each. The ID and password for one system will not work in the other. To make filings or undertake other actions in real cases in the Live System, a user must have a Live System ID and password. Access to the Training System requires a Training System ID and password. At the top of every page in the Live System and in the Training System a legend in color indicates which system the user is in at the moment.

I understand that I am providing the following information as a condition of becoming a registered user of the NYSCEF Training System and of receiving my password:

I am applying as a:

- Filing user     Bulk filer SCAR     Bulk filer tax cert
- Supreme Court staff
- Surrogate Court staff

County Clerk staff

Judge

I have read this User Registration Form in its entirety. I understand the distinction between the Live System and the Training System and the purpose and limitations of the latter. I recognize the Training System cannot be used in any real case.

Further, I understand that:

a. The credentials I will receive are for use only in the NYSCEF Training System.

b. I am to submit documents electronically only in word-searchable Portable Document Format (PDF-A).

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

County: \_\_\_\_\_ Court: \_\_\_\_\_

E-mail Address(es) (up to three for test notifications):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address

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City, State, Zip Code

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Telephone Number

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Fax Number

Please return to the NYSCEF Resource Center by email [efile@nycourts.gov](mailto:efile@nycourts.gov) or  
fax (212) 401- 9146

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