

NYSCEF New Create Account Process

Effective immediately, the NYSCEF system will be utilizing Attorney Online Service (AOS) accounts as the new login. Users who have or create an Attorney Online Services (AOS) account will be able to log into NYSCEF using their Attorney Registration number (as their User ID) and AOS Password. Users who have an existing NYSCEF account may continue to login to NYSCEF with that account User ID and Password.

For those users with an existing NYSCEF account and an AOS account, there will be a merging of those accounts in the future. However, until that time, users may continue to login with either their NYSCEF User ID and Password **OR** their AOS User ID (attorney registration number) and Password.

Login page (Screen A)

- New York attorneys with a current NYSCEF User ID and Password should log in through this screen (Screen A -Login page) using their current NYSCEF User ID and Password.
- New York attorneys who have AOS accounts may log in through this screen (Screen A - Login page) by using their AOS user ID (attorney registration number) and their AOS Password.
- Users with neither a NYSCEF User Id and Password nor an AOS account should click the Create Account button on the NYSCEF login page (Screen A) and follow instructions (Screen B) on the create an account page.

(Screen A -Login page)

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NYS Courts e-Filing 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 counties and courts. See our [E-filing Authorization List](#).

Log in to My Account

User Name [Help](#)

[Forgot your user name?](#)

Password

[Forgot your password?](#)

Log In

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

- ***If the user is an attorney admitted to practice in NYS and has an account with Attorney Online Services (AOS) :***

The user should return to the NYSCEF Login page (Screen A) and log in using their AOS user ID (attorney registration number) and their AOS Password.

- ***If the user is an attorney admitted to practice in NYS and has a prior NYSCEF User ID and Password :***

The user should return to the NYSCEF Login page (screen A) and log in using that prior NYSCEF User ID and Password.

Create an Account page (Screen B)

- ***If the user is an attorney admitted to practice in NYS and DOES NOT have an account with Attorney Online Services (AOS) :***

The user should click on the link to [Create Attorney Online Services Account](#). This link will take the user through pre-set pages to create an Attorney Online Services account. Once the account is created, the user can click the icon on the final page to go to the NYSCEF login page and will have immediate access to the NYSCEF system after agreeing to NYSCEF Terms of Use.

(See steps 1-9 beginning on pages 4 through 12.)

- ***If the user is NOT an attorney admitted to practice in NYS (Pro Hac/Self Represented/Filing Agent):***

The user should click on the link to [Create NYSCEF Account](#). This will take the user to another page with additional options for creating an account. *(See Create NYSCEF Account page (Screen C) and instructions beginning on page 13.)*

- ***SCAR cases or Tax Certiorari Cases***

Users who need access to bulk file for either SCAR cases or Tax Certiorari Cases will click a link to contact the [NYSCEF Resource Center](#) during normal business hours for assistance.

- ***Training Site***

Users who need a username and password to use the Training Site will click the [Create a Training Account](#) link. They will be directed to an online form to fill out, print, and send to the Security Unit. *(The address is located on the form.)*

(Screen B - Create an Account page)



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Create an Account

Help with this page

If you are an attorney admitted to practice in New York State
Click the link below to create an Attorney Online Services account, which will allow you to sign into both the NYSCEF and Online Attorney Registration systems.
[Create Attorney Online Services Account](#)

NOTE: If you already have an Attorney Online Services account (created for Attorney Registration), you can now [log into NYSCEF](#) using that registration number and password.

If you are NOT an attorney admitted to practice in New York State
Click the link below to create an account for an attorney admitted Pro Hac Vice, a Self Represented person, or an Authorized Agent.
[Create NYSCEF Account](#)

SCAR and Tax Certiorari Bulk Filing
To obtain an account for bulk filings of Tax Certiorari or SCAR proceedings, contact the [NYSCEF Resource Center](#).

NYSCEF Training Site
The NYSCEF has a training system, which mimics the live system. The training system allows you to practice in the NYSCEF application, performing all tasks that are available in the live system. A separate username and password must be created for this site.
[Create a Training Account](#)

If the user is an attorney admitted to practice in New York State but DOES NOT have an account with Attorney Online Services (AOS), follow the steps on pages 4 - 12.

Step 1. Accept Terms of Use page

The first page displayed will ask the user to enter characters as seen on the screen and agree to accept the AOS terms of use. This page only displays once when the account is being created.



New York State Unified Court System

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Attorney Online Services - Attorney Registration

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Attorney Registration

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Accept Terms of Use

Web Site Terms of Use [Skip to form](#)

1. This system and all data are the property of the New York State Unified Court System.
2. Data may not be mined or sold, or used in any pay-for-use application, without the express written permission of the Unified Court System.
3. This site may not be accessed by any automated program for the purpose of extracting data for any use.
4. This site may not be directly linked to by any web site without the express written permission of the Unified Court System.
5. Unauthorized use or attempted unauthorized use of this system may subject you to appropriate disciplinary action and criminal or civil penalties.

Once you have read and agree to the website terms of use, enter the characters below and click "I agree".



Enter Characters*

[I Agree >](#)

[Listen to Characters](#)

Step 2. Create Account: Search page

On this page, attorneys will be required to enter their Attorney Registration number. Attorneys who do not know their Attorney Registration number may click the [Search Attorney Directory](#) link to obtain their number. (This will open in a separate window.)



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Attorney Online Services - Attorney Registration

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Verify Identity

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Complete

Create Account: Search

Step 1 of 5

1. Enter your Attorney Registration Number

Registration Number *

Forgot your Attorney Registration Number? [Search Attorney Directory](#)

Next >

Step 3. Create Account: Verify Identity and Enter e-mail page

Information is displayed for verification on the next screen. Attorneys must enter their date of birth, the sum of the digits of their social security number, and an email address to be used for their AOS login account. This email address is not their Primary/Service email address for NYSCEF - this is the

address they designate for communication between themselves and OCA. Users will have three attempts to verify their information correctly. After three attempts, the user will be locked out, and must contact the **Attorney Registration Unit for assistance.**

Email:

NYATTY@nycourts.gov

Business Hours: Monday - Friday
9:00 AM - 5:00 PM
Eastern Time

Address: New York State
Unified Court System
Office of Court Administration
Attorney Registration Unit
25 Beaver Street
New York, NY 10004

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open in new window

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opens in new window

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Create Account: Verify Identity and Enter e-mail Step 2 of 5

NOTE: Links in this form open in a new window.

* Required Field

1. Confirm that this is your record

Name: **KELLY LYNN NAGOSKY**

First: **KELLY**

Middle: **LYNN**

Last: **NAGOSKY**

Suffix:

Address: **VARDARO & HELWIG
732 SMITHTOWN HWY STE 203
SMITHTOWN, NY 11787
United States**

Registration

Number: **2790897**

Status: **Due to reregister within 30 days of birthday**

Law School & Admission Data

Law School: **UNIV OF TOLEDO**

Year Admitted to the NYS Bar: **1997**

Judicial Dept. of Admission: **4th**



If this IS your record

Updates to your record can be made after you have created an account.

If this is NOT your record

Check the Registration Number listed above to verify that you entered the correct Attorney Registration Number. If the number is correct, but this is not your record, please contact the [Attorney Registration Office](#).

2. **Authenticate your identity** In order to authenticate your identity, please enter your date of birth and the sum of all of the digits of your Social Security Number. If you do not want to use the sum of your SSN, please contact the [Attorney Registration Office](#) to request an alternative enrollment Personal Identification Number(PIN).

Date of Birth *

(mm/dd/yyyy)

Sum of your SSN Digits *

Example, 123-45-6789, (1+2+3+4+5+6+7+8+9 = 45).
Enter the SUM: **45**

3. **Enter your e-mail address and re-enter to confirm.** This e-mail address will be used to communicate with you regarding your Attorney Online Services account. It will not be made public unless you choose to use the same e-mail address elsewhere (see note below).

E-mail *


Re-Enter E-mail *

NOTE: You will be given the option to provide an e-mail address which will be made public pursuant to [Part 118.1\(e\)](#) as part of the personal information in the Attorney Registration process and/or the [service e-mail address](#) in the NYSCEF application.

Step 4. Create Account: Create Password page

Users must create and enter a password for their new account.

They can choose any combination of seven letters and numbers (must be both). Passwords are case sensitive.



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New York State Unified Court System

UCS Security - Self Service for Your Account

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Create Account: Create Password

Step 3 of 5

* Required Field
Passwords must be a minimum 7 characters in length with a combination of alphabetic and numeric characters.

New account password

New password:

Re-enter your new password:

Next >

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Step 5. Create Account: Setup Challenge Questions page

Users must select a challenge question and enter their answer.



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UCS Security - Self Service for Your Account

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UCS Security

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► Challenge Questions

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Create Account: Setup Challenge QuestionsStep 4 of 5

* Required Field

Why do I need Challenge Questions?

If you forget your user name or password, you will be able to reset your password or retrieve your user name by answering these questions.

1. Select your first challenge question and enter the answer: *

Question


What was the name of your first school?

Answer

Next >

Step 6. Create Account: Success page

A success page is displayed for the user. At this point, users may go to the NYSCEF login page by clicking on the link [NYS Courts Electronic Filing](#) or they may exit and log into NYSCEF later using the User ID and Password that was just set up in AOS. Note: the requirement to confirm receipt of an email is for Attorney Registration purposes only. Users who prefer to confirm receipt at some time in the future will be able to log in to NYSCEF or AOS with their Attorney Registration Number and their newly created Password immediately.



New York State Unified Court System

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●

Create Password

●

Setup Questions

○

Complete


Create Account: Complete Step 5 of 5


You have now created your Attorney Online Services account.

- > Your **User Name** is your Attorney Registration Number: **123456**
- > **An e-mail has been sent to JSmith@gmail.com.**
This e-mail will include a link that will allow you to confirm its receipt.

NOTE: You may continue to the links below prior to confirming your e-mail address.

You can now log into:

**Attorney Registration**
You can view your registration record, submit your biennial registration, and/or update your personal information.

**NYS Courts Electronic Filing** (NYSCEF)
You can now log into the NYSCEF application using the Attorney Online Services account you just created.

Step 7. NYSCEF Login page

Whether clicking on the link [NYS Courts Electronic Filing](#) from the Success page in the AOS registration process or visiting the NYSCEF Login Page at a later time, users must enter their attorney registration number as their NYSCEF user name and their newly created AOS password as their NYSCEF password.



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NYS Courts e-Filing 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 counties and courts. See our [E-filing Authorization List](#).

If you have an Attorney Online Services account (created for Attorney Registration), you can now log into NYSCEF using that registration number and password.

Log in to My Account

User Name (or Registration Number *)

[Forgot your user name?](#)

Password

[Forgot your password?](#)

Log In

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

* If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password.

New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing Create Attorney Online Services Account.

Step 8. Accept Terms of Use and Add E-mail Service Address page

After logging in successfully for the first time, each user will be prompted to accept the **NYSCEF Terms of Use** and enter their e-mail service address. This is the primary email address used for service of documents in NYSCEF. This page will only display the first time this user logs into NYSCEF.



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Accept Terms of Use and Add E-mail Service Address

Help

In order to use the NYSCEF system, you will need to agree to the NYSCEF Terms of Use and provide an e-mail service address.

Terms of Use

☐ I understand and agree to the following:

- a. I will adhere to the rules governing Electronic Filing in the Uniform Rules for New York State Trial Courts and any protocols promulgated by participating courts.
- b. I am registering so as to be able to employ the NYSCEF live system in cases filed in the courts participating in the NYSCEF program.
- c. I understand that each use of my password for filing documents with NYSCEF constitutes my signature on the document being submitted for the purpose of meeting the requirements of Part 130 of the Rules of the Chief Administrator and all rules governing NYSCEF.
- d. I understand that every filing user must list an e-mail service address. Therefore, as a condition of registering as a filing user of NYSCEF and of receiving my user ID and password, I will provide an e-mail service address. This e-mail service address is the address at which service of interlocutory documents may be made through NYSCEF upon me or upon the parties I represent. If I need to modify my e-mail service address, I shall notify the Resource Center immediately.
- e. I understand that providing any false information in this application may result in a revocation of my authorized user status.
- f. I will protect and secure the confidentiality of my password. If I have reason to believe that my password has been compromised, I will notify the NYSCEF Resource Center immediately by e-mail at efile@courts.state.ny.us. I also will inform the court and the Resource Center immediately of any change in my employment affiliation.

E-mail Service Address

This e-mail address will be visible to all attorneys, authorized agents, County Clerks, and court staff associated with your cases.

E-mail Address

Confirm E-mail Address

NOTE: You can also add additional e-mail addresses on the **My Account** page.

Save

Step 9. NYSCEF Home Page

The user can now begin to use the NYSCEF system.



New York State Unified Court System

NYSCEF: Supreme & Court of Claims [\(Live System\)](#)

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File to Existing Case
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View
Logout

Welcome to NYS Courts e-Filing



E-filing IS authorized for certain case types in certain counties and courts

- > [NYS Supreme Court authorized counties & case types](#)
- > [Court of Claims authorized counties](#)

 The Electronic Filing Resource Center offers **FREE Hands-On Training** for this website

File Upload Requirement: NYSCEF requires that all e-filed documents conform to the PDF/A specification. If these specifications are not met, those documents may not be accepted.

E-File



- > [Start a New Case](#)
- > [File to Existing Case](#)
- > [Consent to e-filing](#)
- > [PDF Checker](#)

Cases



- > [My Cases](#)
- > [Case Search](#)

If the user is NOT an attorney admitted to practice in New York State, such as a Pro Hac attorney, a Self Represented party, or a Filing Agent, follow instructions below:

After clicking on the link to [Create NYSCEF Account](#) (Screen B), **the following screen appears :**

(Screen C) Create NYSCEF Account page

The screenshot shows the 'New York State Unified Court System' header with a 'Skip to: Content' link. Below the header is a navigation menu with sections: Home (NYS Courts e-Filing), Account (Create an Account, Login, Search as Guest), Help (FAQs, Contact Us, User Manual, eFiling Requirements), and Resources (Forms, News & Events, Training, Rules & Legislation). The main content area is titled 'Create a NYSCEF Account' with a 'Help with this page' link. It contains instructions for non-attorneys and four links: 'Create Pro Hac Attorney Account', 'Create Filing Agent Account', 'Create Self Represented (commencement of new case only) Account - *Immediate Access', and 'Create Self Represented (existing case) Account'. A note at the bottom states that the 'Self Represented' options are only for parties needing to file a new case prior to a 24-48 hour approval process.

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Create a NYSCEF Account Help with this page

If you are NOT an attorney admitted to practice in New York State
Click the appropriate link below to apply for an account.

[Create Pro Hac Attorney Account](#)

[Create Filing Agent Account](#)

[Create Self Represented \(commencement of new case only \) Account - *Immediate Access](#)

[Create Self Represented \(existing case\) Account](#)

*** NOTE:** This option is ONLY applicable to Self Represented parties who need to file a new case prior to the 24-48 hour approval process.

Pro Hac attorney/Self Represented party/Filing Agent [Create NYSCEF Account page](#) (Screen C)

- **Create Pro Hac Attorney Account**

This option is for attorneys who are not admitted to practice in New York State, but have been allowed to participate in a particular case. After clicking on [Create Pro Hac Attorney Account](#), the user will be brought to an online form that must be completed and submitted as per the on-screen instructions. The form requires printing, signing and submission to the Resource Center staff, who will confirm that the attorney is admitted on the specific case and will forward the form to the OCA Security Administration unit for final processing. An email with the assigned User ID and password will then be sent to the applicant.

- **Create Filing Agent Account**

This option is for a non-attorney user who has been authorized to file on behalf of a New York State attorney. After clicking on [Create Filing Agent Account](#), the user will be brought to an online form that must be completed and submitted as per the on-screen instructions. The form requires printing, signing and submission to the Resource Center staff, who will confirm that the form is filled out properly and will forward the form to the OCA Security Administration unit for final processing. An email with the assigned User ID and password will then be sent to the applicant.

Pro Hac attorney/Self Represented party/Filing Agent Create NYSCEF Account page (Screen C)
contd.

- **Create Self Represented (commencement of new cases only) Account**

This option is for self represented parties who need to commence a new case. This account allows the user to commence one case and to file subsequent documents to that case only. A user requiring access to a different case will need to create a separate account.

After clicking on [Create Self Represented \(commencement of new cases only\) Account](#), the user will be brought to an online form. Upon completion of that form, a username and password will be immediately assigned. The user can then log in to NYSCEF. At this first login, the user will receive an email with instructions for resetting the password. Once the password is reset, the user will be able to commence and file subsequent documents in that case only.

- **Create Self Represented (existing cases) Account**

This option is for self represented parties who need access to an existing case. After clicking on [Create Self Represented \(existing cases\) Account](#), they will be brought to an online form that must be completed and submitted as per the on screen instructions. The form requires printing, signing and submission to the Resource Center staff, who will confirm that the party is on the specific case and will forward to OCA Security Administration unit for final processing. An email with the assigned User ID and password will be sent to the applicant.

Forgot Password / Password Reset Instructions :

- Attorneys who do not currently have an AOS account, but have a NYSCEF User ID and password, must use the NYSCEF [forgot your password ?](#) link found on the NYSCEF Login page (**Screen A**) to reset their NYSCEF password. Users will not be required to set up an AOS account at that time unless they choose to do so.
- Attorneys who have registered for the first time with Attorney Online Services account (AOS) and have never had a prior NYSCEF account can reset their password either through the NYSCEF [forgot your password ?](#) link or through the AOS [forgot your password ?](#) link. In either case, the password will be modified for both NYSCEF and AOS.
- Attorneys who have an AOS account **and** also have a prior NYSCEF User ID should continue to use and log into each account separately in order to reset their password. Use the NYSCEF [forgot your password ?](#) link to reset your NYSCEF account, and use the AOS [forgot your password ?](#) link to reset your AOS account. In the future there will be an opportunity to merge the two accounts, but for now users will have to use each account independently.
- Non-attorneys must use the NYSCEF [forgot your password ?](#) link found on the NYSCEF Login page (**Screen A**) to reset their NYSCEF password.

For information about New York State Courts E-Filing programs contact the E-Filing Resource Center :

Email: Efile@nycourts.gov

Phone: (646) 386-3033

For information about Attorney Online Services email NYATTY@nycourts.gov