

Virtual Evidence Courtroom Instructions

The Virtual Evidence Courtroom (VEC) has been created to allow for the submission of evidence electronically in NYSCEF cases. Currently, the VEC functionality is available in Supreme Court, Court of Claims, and some Civil Court cases. Evidence/documents submitted electronically via VEC, must be in PDF/A format and may not exceed 100 megabytes in size.

How to create a Virtual Evidence Courtroom:

Log into NYSCEF. Click on case search to enter in the index number of the case in the case search field. The Judge or court user with permission can also search via *My Court's Cases* link.

Case Search

 [Help](#)

Case Identifier	Name	Tax Cert/SCAR	New Cases				
Case Identifier Type <input checked="" type="radio"/> Full Case Number <input type="radio"/> Attorney File Number <input type="radio"/> 3rd Party Index Number							
Case Number <input type="text" value="999998/2021"/> <input type="button" value="Search"/> How do I enter my Case Number?							
OR							
Local Civil Courts ONLY Enter at least the index number and year to find results, or select case type and court type for an exact match.							
Index Number <input type="text" value="v"/> - <input type="text"/> - <input type="text"/> / <input type="text" value="v"/>							
OR							
<i>If you don't know the format of the case number you are trying to search, you can enter the case number separately from the year. The year is optional.</i>							
<table><tr><td>Case Number</td><td>Year</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>				Case Number	Year	<input type="text"/>	<input type="text"/>
Case Number	Year						
<input type="text"/>	<input type="text"/>						

Click on the index number to bring you to the document list.

Sort By:

Case # Received Date	eFiling Status Case Status	Caption	Court Case Type	Action
999998/2021 03/31/2021	Partial Participation Recorded Pre-RJI	Jane Doe v. John Doe	New York County Supreme Court Matrimonial - Contested	File

Once on the document list you will click on the case detail tab.

<< [Return to Search Results](#)

999998/2021 - New York County Supreme Court Help

Short Caption: **Jane Doe v. John Doe**
Case Type: **Matrimonial - Contested**
Case Status: **Pre-RJI**
eFiling Status: **Waiting for Consent**
Assigned Judge: **Test Judge**

[File Court Notice](#) [Edit Case](#) [Add Comment](#)

Document List

Case Detail

[Print Document List](#)

Narrow By Options

Document Type: Filed By:

Motion Info: Filed Date: thru

Document Number: [Display Document List with Motion Folders](#)

Sort By:

#	Document	Filed By	Status
1	SUMMONS + COMPLAINT OCR in Progress - check back in 15 minutes	Court User Filed: 03/31/2021	*** Pending *** Confirmation Notice

Click “Add Hearing” to enter hearing information.

999998/2021 - New York County Supreme Court

 [Help](#)

Short Caption: **Jane Doe v. John Doe**
Case Type: **Matrimonial - Contested**
Case Status: **Pre-RJI**
eFiling Status: **Waiting for Consent**
Assigned Judge: **Test Judge**

 [File Court Notice](#)  [Edit Case](#)  [Add Comment](#)

[Document List](#)

Case Detail

[Edit Caption and Parties](#) [Confirmation Notice](#) [Add Hearing](#)

Full Caption

Jane Doe v. John Doe

Plaintiffs/Petitioners

Name	Consented By
Jane Doe	<i>none recorded</i>

Defendants/Respondents

Name	Consented By
John Doe	<i>none recorded</i>

Select the date of the hearing or trial by clicking on the small calendar icon to the right of the field. Next, enter a description/nature of hearing or trial. For example, if you were scheduling a custody trial you will enter “Custody Trial” in the *Hearing Type* field. Once you have entered a hearing date and hearing type click on the green “Create” button.

999998/2021 - New York County Supreme Court

Short Caption: **Jane Doe v. John Doe**
Case Type: **Matrimonial - Contested**
Assigned Judge: **Judge, Test**

Add Hearing

Hearing Date (mm/dd/yyyy) *



Hearing Type *

Comment

Cancel

Create

Existing Hearings

Room #	Hearing Type	Hearing Date	Created By	Create Date	Comment
There aren't any hearings for this case					

After Clicking “Create” the system will create a new tab displayed as “Evidence” which will be visible to authorized court users and participating parties. This tab will not be visible to the public. Through this tab you will be able to access all documents in the Virtual Evidence Courtroom. (See details below).

Short Caption: **Jane Doe v. John Doe**Case Type: **Matrimonial - Contested**Case Status: **Pre-RJI**eFiling Status: **[Partial Participation Recorded](#)**Assigned Judge: **Test Judge**[✉ E-mail Participating Parties](#) [ℹ File Court Notice](#) [📄 Edit Case](#) [💬 Add Comment](#)

Document List	Case Detail	Evidence								
<div>Edit Caption and Parties Confirmation Notice Add Hearing</div> <div>Full Caption Jane Doe v. John Doe</div> <div>Plaintiffs/Petitioners<table border="1"><thead><tr><th>Name</th><th>Consented By</th></tr></thead><tbody><tr><td>Jane Doe</td><td>Center, Resource on 03/31/2021 Office, NYS Supreme</td></tr></tbody></table></div> <div>Defendants/Respondents<table border="1"><thead><tr><th>Name</th><th>Consented By</th></tr></thead><tbody><tr><td>John Doe</td><td><i>none recorded</i></td></tr></tbody></table></div>			Name	Consented By	Jane Doe	Center, Resource on 03/31/2021 Office, NYS Supreme	Name	Consented By	John Doe	<i>none recorded</i>
Name	Consented By									
Jane Doe	Center, Resource on 03/31/2021 Office, NYS Supreme									
Name	Consented By									
John Doe	<i>none recorded</i>									

In addition to creating the evidence tab, the system will automatically send an e-mail notification to all participating parties in the case informing them that a Virtual Evidence Courtroom has been created.

The email will include the Hearing Type and date as well as the VEC # which is automatically assigned.

See a copy of the e-mail below.



New York County Supreme Court Hearing Created 03/31/2021 11:10 AM

On 03/31/2021 11:10 AM, a Virtual Evidence Courtroom (VEC) has been created for the case below.

To send a document to a Virtual Evidence Courtroom

1. Log into the NYSCEF System
2. Click the Send Evidence link that is under the File Documents section.

Case Information

Index #: **999998/2021**

Caption: **Jane Doe v. John Doe**

eFiling Status: **Partial Participation Recorded**

Assigned Case Judge: **Test Judge**

Hearing Information

Virtual Evidence Courtroom: **1**

Hearing Type: **Custody Trial**

Hearing Date: **04/28/2021**

E-mail Notifications Sent

Name
Resource Center

Each hearing/trial is automatically assigned a unique virtual evidence courtroom number. If the hearing or trial continues to another day, then the same virtual evidence courtroom number will be used.

If an additional/different type of hearing or trial is held in the same case, it will be assigned a different virtual evidence courtroom number - once it is created. For example, an evidentiary hearing on a pendente lite would be in one virtual evidence courtroom while the actual trial a few months later would be in a different virtual evidence courtroom.

Once the attorney receives the e-mail stating that a VEC has been created, they can begin to submit proposed evidence/documents electronically.

To process proposed evidence/documents that have been submitted for review in any VEC - you will first need to log into your NYSCEF account and go to the document list for the case. Click on the Evidence tab at the top of the document list and select the Virtual Evidence Courtroom (VEC) that you wish to review the documents in.

To Select the Virtual Evidence Courtroom click on the green *Go to Evidence Room* button to view the documents that have been submitted for review.

999998/2021 - New York County Supreme Court

Short Caption: **Jane Doe v. John Doe**

Case Type: **Matrimonial - Contested**

Case Status: **Pre-RJI**

eFiling Status: **Partial Participation Recorded**

Assigned Judge: **Test Judge**

 [E-mail Participating Parties](#)  [File Court Notice](#)  [Edit Case](#)

Document List

Case Detail

Evidence

Select a hearing to view the evidence documents received.

Hearing: 

VEC 1 - Custody Trial - 04/28/2021

Go to Evidence Room

Add New Hearing

This screen below displays the Virtual Evidence Courtroom number, hearing type, and hearing date. This shows that a VEC 1 (Virtual Evidence Courtroom 1) was created for the submission of proposed evidence/documents electronically for the Custody Trial with a scheduled date of 4/28/2021. (See red box)

You will find useful functionality that will enable you to narrow and sort documents by various options. For example, to bring up document 1-3 enter 3 in the document # field and click narrow evidence list. (see orange box)

Documents are sequentially numbered in each Virtual Evidence Courtroom. The first number indicates the Virtual Evidence Courtroom and the second number indicates the document number - in this example 1-1 indicates Virtual Evidence Courtroom 1 and document number 1. (see blue box)

Select a hearing to view the evidence documents received.

Hearing:

Virtual Evidence Courtroom: 1 [Edit Hearing Details](#)
Hearing Type: Custody Trial
Hearing Date: 04/28/2021

Narrow By Options

Document #: 1-
Document Type:
Document Sent By:

VEC 1 Documents **Sort By:**

Doc #	Document	Exhibit	Received From	Status	Action
1-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1	1	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review
1-2	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 2	2	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review
1-3	PLAINTIFF'S PROPOSED EXHIBIT LIST		Center, R. 03/31/2021	*** Pending ***	Review

To begin to review and process the proposed evidence/documents that have been received click on the “Review” link under the heading “Action” on the right hand of the screen. Once you click on the Review link you will be brought to a “Review Evidence Document” screen.

VEC 1 Documents					Sort By: Received Date Sort
Doc #	Document	Exhibit	Received From	Status	Action
1-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1	1	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review
1-2	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 2	2	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review
1-3	PLAINTIFF'S PROPOSED EXHIBIT LIST		Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review

In the screenshot below you will find information from the sender with a link to the PDF image of the document. If the Judge decides to admit the document into evidence, click the green “Admit Document” button at the bottom of the page. You will notice that there is an area labeled “Document Type” which is pre-populated – In this example, if you do not change the document type and you click “Admit Document” the document type will be changed from *Plaintiff's Exhibit for Identification* to *Plaintiff's Exhibit Admitted into Evidence*.

Review Evidence Document

Received from Sender

Hearing Date: **04/28/2021**
Hearing Type: **Custody Trial**
Virtual Evidence Courtroom: **1**

Doc #: **1-1**
Document Type: **PLAINTIFF'S EXHIBIT FOR IDENTIFICATION**
Document Description: **Plaintiff's Exhibit 1**
Exhibit Number/Letter: **1**
Received From: **Resource Center**
Received Date: **03/31/2021 11:33:59 AM**
Document Status: ***** Pending *****

Admit Evidence Document

NOTE: If Admitted, the document type will be changed to read as listed below. You can change this by selecting the drop-down under the Document Type heading.

Document Type (The is the document type that will be admitted, unless a different document type is selected)

PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE ▼

Document Description

Plaintiff's Exhibit 1

Exhibit Number/Letter

1

Comment (Required if Purging or Returning a Document)

Purge with Judge Permission

Return Document

Cancel

Admit Document

If for any reason the pre-populated document type needs to be changed, you can click on the drop-down menu and select a different document type and then click *Admit Document*. You also have the ability to change the document description and the exhibit number/letter if necessary.

In addition to being able to admit documents, there is also functionality to return and purge documents.

If you are returning a document for correction you should include a detailed comment explaining the correction that is required to be made and then click on return document. An e-mail will be sent to the filer with the comment displayed. However, unlike the returned for correction functionality in NYSCEF, a re-file document link is not provided to the filer. The filer will need to submit the document as a new filing into the virtual evidence courtroom.

The judge's permission is required to purge a document. When a document is purged the pdf is unrecoverable, but a record of its existence will remain. You will need to include a comment when purging a document.

For further assistance please contact the NYSCEF Resource Center by email at NYSCEF@nycourts.gov