

Instructions for the Submission of Evidence through the Virtual Evidence Courtroom

The Judge in this court and part is participating in a program for the submission of evidence electronically through a Virtual Evidence Courtroom (VEC) located on the NYSCEF website. If a case has been approved by the Judge for a virtual hearing or trial using this new format, all attorneys and any unrepresented litigants who have recorded their participation in e-filing for the matter, will receive an e-mail notification which will list the Virtual Evidence Courtroom number, hearing type, and date (VEC # - Type- Date). Each type of hearing will be assigned a separate Virtual Evidence Courtroom number. Below is an example of the e-mail.

New York County Supreme Court **Hearing Created** **03/29/2021 11:08 AM**

On 03/29/2021 11:08 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 #: **952002/2020**

Caption: **Test Plaintiff v. Test Defendant**

eFiling Status: **Full Participation Recorded**

Assigned Case Judge: **Test Judge**

Hearing Information

Virtual Evidence Courtroom: **3**

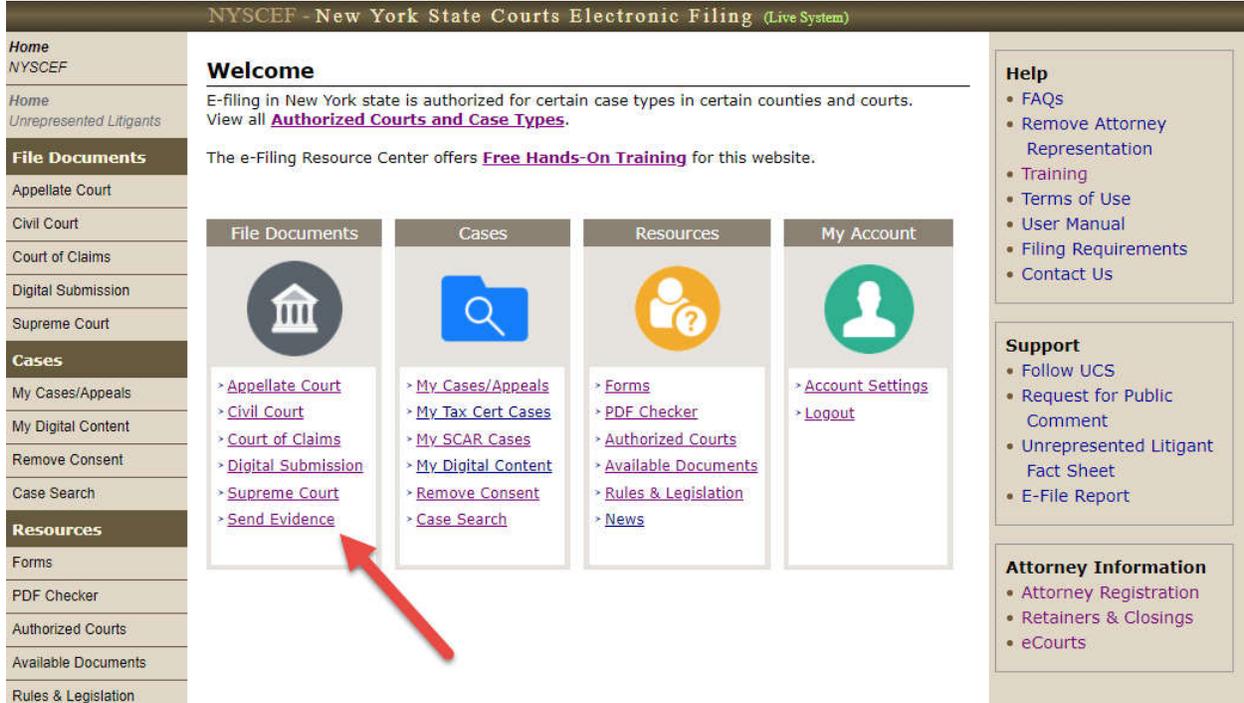
Hearing Type: **Trial on Ancillary Issues**

Hearing Date: **04/29/2021**

E-mail Notifications Sent

Name
Live - Test ID
Resource Center

Once you receive the e-mail notification you will be able to submit your evidence documents. To begin, log into your account in NYSCEF. On the welcome page select the “Send Evidence” link located under the *File Documents* column. (see below screenshot)



After clicking the Send Evidence link, you will be prompted to enter the index number of your case and to select the court.



Send Evidence: Case Information [Help](#)

 **Limited Availability**
This option is only available in limited cases where the court directs.

Enter the Index Number and Court of the case you want to send your evidence to.
NOTE: Only available in limited cases where the court directs.

Index Number *

Court *

Once the system confirms that a hearing in the case and court has been scheduled, a list of all scheduled hearings will be displayed. Be sure to select the correct Virtual Evidence Courtroom - (VEC #) – which will also display the Hearing type and date. Then click next.

Please make sure you are in the right courtroom. The courtroom number indicates the type of hearing or trial. If the hearing or trial continues to another day then it is still the same Virtual Evidence Courtroom number.

If a different type of hearing is held in the same case then that hearing or trial could be in a different courtroom number. For example, an evidentiary hearing on a pendente lite application would be in one Virtual Evidence Courtroom, while the actual trial a few months later would be in a different Virtual Evidence Courtroom.

Send Evidence: Select Hearing Date



Index #: 999999/2021

Court: New York County Supreme Court

Select the hearing date that you would like to send evidence into. If you do not see the hearing date you are looking for, please contact the Part Clerk or Chambers of the Judge that this matter is assigned to. Use the [Find Court](#) page for court specific contact information, or contact the [NYSCEF Resource Center](#) for further assistance.

Available Hearing Dates

▼

- VEC 2 - Custody Trial - 05/05/2021
- VEC 3 - Trial on Ancillary Issues - 04/29/2021
- VEC 1 - Pendente Lite - 04/22/2021

Previous

Next

Once you select the correct Virtual Evidence Courtroom you will be brought to the document upload page where you will be able to select the appropriate upload from a list of available documents.

Available documents are listed below.

AFC Bulk Exhibit(s) On Consent

AFC Court Exhibit (Proposed)

AFC Exhibit for Identification

AFC Exhibit for Judicial Notice (Proposed)

AFC In Camera Inspection (Court Permission Required) *

AFC Initial Fact Sheet

AFC Proposed Exhibit List

AFC Proposed Witness List

AFC Trial Memorandum

Contested Issues Plaintiff/Defendant

Court Exhibit (Proposed)

Defendant's Bulk Exhibit(s) On Consent

Defendant's Court Exhibit (Proposed)

Defendant's Exhibit for Identification

Defendant's Exhibit for Judicial Notice (Proposed)

Defendant's In Camera Inspection (Court Permission Required) *

Defendant's Initial Fact Sheet

Defendant's Proposed Exhibit List

Defendant's Proposed Witness List

Defendant's Trial Memorandum

Findings of Fact/Conclusion of Law (Proposed)

Joint Exhibit for Identification

Plaintiff's Bulk Exhibit(s) On Consent

Plaintiff's Court Exhibit (Proposed)

Plaintiff's Exhibit for Identification

Plaintiff's Exhibit for Judicial Notice (Proposed)

Plaintiff's In Camera Inspection (Court Permission Required) *

Plaintiff's Initial Fact Sheet

Plaintiff's Proposed Exhibit List

Plaintiff's Proposed Witness List

Plaintiff's Trial Memorandum

Proposed Signed Stipulation of Settlement (Full or Partial)

Stipulation of Facts Not In Dispute

**These court authorized documents will only be viewable by the submitter and the court pending review and determination by the court.*

Though there are documents on the list that apply to all parties, most documents are specific to your role in the case. If selecting one of those documents be sure to select the corresponding document type related to your role. For example, if you are the Plaintiff submitting a proposed exhibit for identification, choose the document type " *Plaintiff's Exhibit for Identification*". If selecting any proposed exhibit document type you will also be required to input an exhibit number or letter as well as additional document information describing the exhibit.

Send Evidence: Add Document



Index #: 999999/2021
Court: **New York County Supreme Court**
Hearing Date: 5/5/2021
Hearing Type: **Custody Trial**
Virtual Evidence Courtroom: 2

 **IMPORTANT:** NYSCEF will not accept certain PDF documents. [Check your PDF documents now.](#)
For more information, view [NYSCEF Document Requirements.](#)

Document 1

*Add a document to send as evidence for this case. * Required fields.*

Document Type *

Additional Document Information

Exhibit Number/Letter

Attach PDF (Max size 100 MB) *

No file chosen

Click on "Choose file" or "Browse" to select the document you wish to attach. Note at this time you may only submit documents in PDF/a format.

After you have completed all fields for the first document you can click on "Add another document" to continue adding and uploading additional evidence documents. Once you have uploaded all your evidence documents click Next.

Index #: 999999/2021
Court: New York County Supreme Court
Hearing Date: 5/5/2021
Hearing Type: Custody Trial
Virtual Evidence Courtroom: 2

 **IMPORTANT:** NYSCEF will not accept certain PDF documents. [Check your PDF documents now.](#)
For more information, view [NYSCEF Document Requirements.](#)

Documents Ready to Send

Document	Action
PLAINTIFF'S EXHIBIT FOR IDENTIFICATION (Exhibit # 1) Plaintiff's Exhibit 1	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Document 2

*Add a document to send as evidence for this case. * Required fields.*

Document Type *

Additional Document Information

Exhibit Number/Letter

Attach PDF (Max size 100 MB) *

No file chosen

On the final review and send documents screen you will view the case details along with a link to edit case information and edit hearing information.

A complete list of all documents uploaded into evidence will be displayed. Review and edit as needed. Next, review and check the filing acknowledgment box and click send documents to submit your evidence. An email confirmation will be forwarded to you, the court, and all other participating parties in the matter.

Review the case information and documents uploaded, then make any necessary corrections using the edit buttons. Please note, if you need to change the court, you will be required to re-enter all information.

Case Details

Index #: 999999/2021
Court: **New York County Supreme Court**
Hearing Date: 5/5/2021
Hearing Type: **Custody Trial**
Virtual Evidence Courtroom: 2

[Edit Case Information](#)

[Edit Hearing Information](#)

Documents Ready to Send

Document

[PLAINTIFF'S EXHIBIT FOR IDENTIFICATION](#) (Exhibit # 1)
Plaintiff's Exhibit 1

[Edit Documents](#)

Acknowledgment

- I acknowledge that I have read and understand the following:
1. All documents to be uploaded have been tested for viruses and none were found.
 2. I should not upload forensic reports related to children, underlying notes of the forensic evaluators or reports from a child protective agency.
 3. If I am represented by an attorney, I may not upload documents myself absent express court permission, and I will contact my attorney instead.

[Cancel](#)

[Previous](#)

[Send Documents](#)

Return of Documents by Court

If a document is returned by the court for any reason, you will receive an email notification.

Important note - unlike documents returned in a NYSCEF case, a “Re-file document” link will not be provided in the Virtual Evidence Courtroom. If a document is returned, you will be required to upload the document as a new submission. Make the corrections needed and then follow the same steps above to resubmit the document.

Viewing of Documents after submission

Please note that documents submitted through the Virtual Evidence Courtroom do not become part of the official County Clerk’s Office record. They will not appear on the NYSCEF list of documents for the case. These documents will remain in a separate and secure Virtual Evidence Courtroom, each such courtroom will be assigned a number (#). You will be able to view documents before and during the hearing.

To view evidence/documents before or during a hearing you will need to go to the NYSCEF document list for the case. You can go to the NYSCEF document list by clicking on “My cases/appeals” and clicking on

the index number or do a case search and manually type in the index number. Once you are on the NYSCEF document list you will see multiple tabs at the top of the page. Click on the Evidence tab.

952002/2020 - New York County Supreme Court



Short Caption: **Test Plaintiff v. Test Defendant**
Case Type: **Matrimonial - Contested**
Case Status: **RJI Pending**
eFiling Status: **Full Participation Recorded**
Assigned Judge: **Test Judge**

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

Document List | Case Detail | Comments | **Evidence**

[Print Document List](#) [File Document to this Case](#)

Narrow By Options

Document Type: Filed By:

Motion Info: Filed Date: thru

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

Once you click the evidence tab, you'll be prompted to select the evidence/hearing you wish to view. Select the hearing which is identified by Virtual Evidence Courtroom number, hearing type, and date. (VEC # - Type- Date), then click on the "Go to Evidence Room" button.

Document List | Case Detail | **Evidence**

Select a hearing to view the evidence documents received.

Hearing:

- VEC 2 - Custody Trial - 05/05/2021
- VEC 3 - Trial on Ancillary Issues - 04/29/2021
- VEC 1 - Pendente Lite - 04/22/2021

Once you are in the evidence courtroom you will have the ability to view documents that were submitted. You will have the ability to sort the documents as well. The status column will indicate if the document is pending, purged, returned, or admitted into evidence by the Judge.

Select a hearing to view the evidence documents received.

Hearing:

Virtual Evidence Courtroom: 2
Hearing Type: Custody Trial
Hearing Date: 05/05/2021

Narrow By Options

Document #: 2-

Document Type:

Document Sent By:

VEC 2 Documents

Sort By:

Doc #	Document	Exhibit	Received From	Status
2-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION 1	1	Center, R. 03/30/2021 (Parties: Test, John)	*** Pending ***
2-2	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1	1	Center, R. 03/30/2021 (Parties: Test, John)	*** Pending ***
2-3	DEFENDANT'S EXHIBIT FOR IDENTIFICATION A	A	Center, R. 03/30/2021	*** Pending ***

For questions or more information contact the NYSCEF Resource Center by e-mail at nyscef@nycourts.gov.