

Below are Detailed Steps to follow in order to submit a Stipulation and Consent to E Filing form via NYSCEF

(1) Your Stipulation and Consent form must be completed and Converted to a PDF and saved in a folder before you begin

(2) Log onto the NYSCEF Site

- To submit the Stipulation via NYSCEF you must have a NYSCEF user ID
 - If you do not have an ID yet (whether an attorney or prose) you can go to the NYSCEF site at www.nycourts.gov/efile -click on **Create Account** and follow the instructions to apply for an Id to **Start a New Case.**

(3) After logging into the NYSCEF site:

- Choose [Supreme Court](#)
 - Scroll to the bottom of the page under the heading “Convert Paper Filings to E-Filing” and Choose the link [File Stipulation & Consent to E-Filing](#)
 - **Select the Court** from the drop-down menu and click Next
 - **Select the Case type** from the drop-down menu and Click Next
 - **Enter Each party** name and click Next
 - If the party is an individual enter the First and Last name
 - If the party is not an individual enter the title in the Business Organization field
 - **Select the document type** - *Stipulation and Consent to E Filing* from the drop-down menu (note this is the only document type available)
 - In the **Additional Document Information area** enter the Index Number/ and payment information as instructed.
 - - Index Number should be entered in the format: **123456/2020**
 - Payment information should include **Original Date Paid, Receipt/Invoice # and Payment Type**
 - **Click the Choose File** or Attach PDF tab to Attach the PDF Version of your Stipulation and Consent Form that you previously saved
 - Indicate whether the Document contains any Confidential Personal Information (CPI) as defined in 22 NYCRR §208.4(b)
 - While it is not likely that you would include any confidential information, this box must be checked off before you can proceed.
 - Click Next to go to the final Review page to review your information and make any necessary edits.
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 - After checking the Filing Acknowledgment -click File **Documents**
- **NOTE:** You cannot file any subsequent Documents until you receive notification that the index number has been Assigned to the submission.