

# New York State Courts E-Filing (NYSCEF) Unrepresented Litigants Fact Sheet

Electronic filing (E-filing) is not required for people who do not have an attorney. If you choose not to e-file, you will file and serve all court papers in paper form and the other side must serve its court papers on you in paper form. However, you may choose to e-file.

See more information below.

E-filing is a way to file and serve court papers through the internet. Unrepresented litigants **may choose** to e-file court papers online using the statewide NYSCEF system, [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented). If you and the other side both e-file, all future papers in the case are delivered (served and filed) through NYSCEF. E-filing can only be done in certain courts, counties and cases. You will need to make sure you can e-file before you start, so check the website or call the E-Filing Resource Center.

## THERE ARE MANY BENEFITS TO E-FILING

- E-filing is **fast**
- E-filing saves you time
- E-filing is available day and night, 24/7
- E-filing has a Resource Center to assist
- Free access to view and print your e-filed record.

## WHAT YOU WILL NEED TO E-FILE

To e-file, the answer must be **Yes** to the following questions:

- **Is e-filing available in your county, court and case type?** If you got a notice about e-filing when you were served with the court papers, e-filing is available in your case. If you are starting a new case, e-filing is only available in some Supreme, Surrogate's and Court of Claims cases. Check [Courts, Counties and Case Types](#).
- **Have you already prepared your court papers?** The e-filing website does not create court papers, like an Answer or a Motion. Make up your papers first, then come back to upload and e-file them. Need information? Visit a Court Help Center or the [CourtHelp](#) website.
- **Do you have a computer with internet access?**
- **Do you have an [email address](#) that you regularly check?**
- **Do you have PDF/A viewing software on your computer?** If not, you can download [Adobe Acrobat Reader](#) for free.
- **Do you have a scanner or software to turn your court papers into [PDF/As](#)?**

- **Do you have a Visa, Master Card or American Express Credit Card to pay for court filing fees?** If you can't afford the court fee, you must first apply for a [Fee Waiver](#) from the court.

## TO CREATE AN E-FILING ACCOUNT

1. Go to [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and select **Home Unrepresented Litigants** on left side of screen.
2. Select the link named **Create an Account Start a New Case** or **Create an Account Existing Case** on the left side of screen:
  - a. If you are asking for an ID to start a case against another, select the option [Create an Account to Start a New Case](#) located in the middle of the screen.
    - Review the **Website Terms of Use** page and select continue. Fill out the electronic registration form on the website and you will receive your user name and password immediately.
  - b. If you are asking for an ID for a case that has been started against you, select the option [Create an Account in an Existing Case](#) located in the middle of the screen.
    - Review the **Website Terms of Use** page and select continue. Fill out the electronic registration form on the website and then **print it**.
    - Sign the registration form in front of Notary Public
    - Return the registration form by fax or e-mail to the E-Filing Resource Center.

You will usually receive your user name and password for an existing case in 1-2 days. However, if you need it faster, write “**PLEASE EXPEDITE**” on top of registration form.

## ADDITIONAL INFORMATION REGARDING E-FILING AND/OR COURT PROCEDURES

- E-Filing Websites: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented) or NYSCEF at [www.nycourts.gov/efile](http://www.nycourts.gov/efile)
- E-Filing Resource Center help - by email at [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov) or by phone at 646-386-3033
- CourtHelp Website: [www.nycourts.gov/courthelp](http://www.nycourts.gov/courthelp)
- Use Court Locator to contact the court [www.nycourts.gov/courts/index.shtml](http://www.nycourts.gov/courts/index.shtml)
- The Administrative and Legislative Rules that control electronic filing can be found on the NYSCEF website under the Rules & Legislation link.