

## Filing Help: Adding A Document

Once you have verified your full caption, you will be directed to the “Add Document” screen.



You will not be able to proceed unless the document you are submitting is in Portable Document Format (a “PDF”), so be sure that you have converted your document to a PDF or scanned your document in as a PDF before you complete this screen. Also, please do not submit password-protected or encrypted documents since the NYSCEF system performs its own encryption process upon receipt.

In addition, there are certain substantive decisions you will need to make when completing this screen.

**“Secure” Document:** A filer will need to determine whether to mark the document being submitted as a “secure” document. The E-Filing Rules (Section 202.5-b (d)(3)(iii) of the Uniform Rules for the Supreme and County Courts) provide certain protection for documents designated by the filer as “secure”. If the filer indicates that a document contains “secure information”, such as a credit card number, bank account number, or individually identifiable health information, electronic access to the document will be restricted to only participating e-filing parties. However, the document will be available for public inspection at a computer in the Office of the County Clerk or the courthouse unless specifically sealed by the court.

**Social Security Numbers:** A filer also will need to indicate whether the document being submitted contains social security numbers. All filers, whether filing electronically or in paper, must comply with New York State General Business Law (GBL) § 399-dd(6), which provides, in relevant part, as follows: “No person may file any document available for public inspection....in any court of this state that contains a social security account number of any other person, unless such other person is a dependent child, or has consented to such filing, except as required by federal or state law or regulation, or by court rule.”

Once the document you plan to submit is in PDF format and you are ready to determine whether the document is secure and/or contains social security numbers, you should complete the Commencement Document portion of the screen as follows:

**Commencement Document**

**Document Type \***  
SUMMONS + COMPLAINT

**File Name \***  
U:\OCA Efilng\OCA Efil... Browse...

**Secure \***  
No

**Document Contains SSN \***  
No

**Document Description**  
What's this?

**Special Instructions** (Court Part, Judge, etc)  
What's this?

**Accompanying Documents**  
Add any documents you are filing with the commencement document.

**Step One:** Begin by choosing the document type you will be filing to commence your case. By clicking on the down arrow, you will see a list of commencement document types. To choose your document type, place your cursor on the document type so that it is highlighted in blue and then click on it. The document type you have chosen should appear.

**Step Two:** You now need to attach your document in PDF form by listing the file path or browsing to locate it on your computer by clicking the "Browse" button.

**Step Three:** If you are filing a "secure" document, click on the down arrow, place your cursor on "Yes" so that it is highlighted in blue, and then click on it.

**Step Four:** If you are filing a document that contains a social security number, click on the down arrow, place your cursor on "Yes" so that it is highlighted in blue, and then click on it.

**Step Five:** While not required, if you wish to submit a description of your document or special instructions, simply enter text in the appropriate field.

☒ Attach to commencement document  
What's this?

When adding an accompanying document to your commencement document, follow the steps outlined below.

**Accompanying Documents**  
Add any documents you are filing with the commencement document.

**Document 2**

**Document Type**  
EXHIBIT(S)

**File Name**  
U:\OCA Efilng\OCA Efil... Browse...

**No. or Letter (Exhibits ONLY)**  
A

**Secure**  
No

**Document Contains SSN**  
No

**Document Description**  
What's this?

**Special Instructions** (Court Part, Judge, etc)  
What's this?

**Step One:** Begin by choosing the document type that is accompanying your commencement filing. By clicking on the down arrow, you will see a list of all document types. To choose your document type, place your cursor on the document type so that it is highlighted in blue and then click on it. The document type you have chosen should appear.

**Step Two:** Follow the same procedure used for your commencement document to choose your File Name. Once your File Name appears, note that you can add a number or letter to distinguish any exhibits.

**Step Three:** If your accompanying document should be attached to your commencement document, as in the case of an exhibit, place a check mark in the box by clicking in the box.

☒ Attach to commencement document  
What's this?

**Document 3**

**Document Type**  
EXHIBIT(S)

**File Name**  
U:\OCA Efilng\OCA Efil... Browse...

**No. or Letter (Exhibits ONLY)**  
B

**Secure**  
No

**Document Contains SSN**  
No

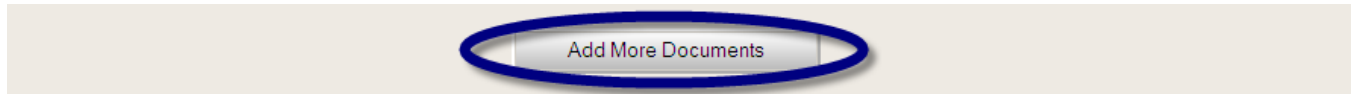
**Document Description**  
What's this?

**Special Instructions** (Court Part, Judge, etc)  
What's this?

☒ Attach to commencement document  
What's this?

When considering whether your accompanying document should be attached to your commencement document, as in the case of an exhibit, think about how your papers would have been presented in hard copy form. Would the document have been stapled to another document? Or would it have been separately bound?

If you need to add more documents than the screen accommodates, click the “Add More Documents” button near the bottom of the screen:



Once all documents have been added, scroll to the bottom of the screen and click the "Next" button.