

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby amend subdivision (a) of section 202.5-bb, section 206.5-aa, and subdivisions (a) and (b) of section 208.4-a of the Uniform Civil Rules for the Supreme Court and County Court [22 NYCRR §§ 202.5-bb(a), 206.5-aa, 208.4-a(a) & 208.4-a(b)], effective July 7, 2025, to read as follows (deletions in ~~striketrough~~ and additions underscored):

202.5-bb. Electronic Filing in Supreme Court; Mandatory Program.

(a) Application.

~~(1)~~ Except where otherwise required by statute, all documents filed and served in Supreme Court shall be filed and served by electronic means in such classes of actions and such counties as shall be specified by order of the Chief Administrator of the Courts and only to the extent and in the manner prescribed in this section.

Except to the extent that this section shall otherwise require, the provisions of section 202.5-b of these rules shall govern electronic filing under this section.

~~(2) Notwithstanding the foregoing, the Chief Administrator shall not eliminate the requirement of consent to participate in electronic filing in the following classes of cases:~~

~~(i) matrimonial actions as defined by the civil practice law and rules;~~

~~(ii) election law proceedings;~~

~~(iii) proceedings brought pursuant to article 70 or 78 of the civil practice law and rules;~~

~~(iv) proceedings brought pursuant to the mental hygiene law;~~

~~(v) residential foreclosure actions involving a home loan as such term is defined in section 1304 of the real property actions and proceedings law other than actions commenced prior to September 1, 2017 in Erie, Essex, New York, Queens, Rockland, Suffolk and Westchester Counties; provided, however, the Chief Administrator may require that the initial filing of papers required for the commencement of such actions in any county, where made by a party represented by counsel, be electronically filed; and~~

~~(vi) proceedings related to consumer credit transactions as defined in subsection (f) of section 105 of the civil practice law and rules other than proceedings commenced prior to September 1, 2017 in Erie, New York, Onondaga, Rockland and Westchester Counties; provided, however, the Chief Administrator may require that the initial filing of papers required for the commencement of such actions in any county, where made by a party represented by counsel, be electronically filed.~~

* * * * *

§ 206.5-aa. Filing by Electronic Means

(a) All designated claims in the Court of Claims, except those exempt under subdivision (e) of this section, shall be subject to electronic filing in accordance with the provisions of this section 202.5 b ~~of these rules~~.

(b) For purpose of this section:

(1) The term “action,” as used in ~~section 202.5 b~~, shall also include a claim in the Court of Claims;

(2) The term “designated claim” shall mean a claim falling within one or more categories of claims designated pursuant to subdivision (e) of this section; provided, however, the term “designated claim” may not include a claim commenced by a federal, state or local incarcerated person under sentence for conviction of a crime; and

(3) ~~References~~ references to the County Clerk, the Chief Clerk of the Supreme Court or the clerk of a court in ~~section 202.5 b~~ shall be deemed to mean the clerk of the Court of Claims.

(c) Commencement of Actions. From time to time, the Presiding Judge of the Court of Claims, at the request of the Attorney General or his or her designee, may designate one or more categories of claims in the Court of Claims, as identified by subject matter, geographic region or otherwise, as claims to be subject to electronic filing. The clerk of the Court shall promptly advise the Attorney General of all such designations. Upon designation of a category of claims by the Presiding Judge pursuant to this subdivision, the Attorney General shall be deemed, for all purposes under ~~section 202.5 b~~, to have agreed to service of all papers upon him or her by electronic means for those claims in which the claimant consents to proceed pursuant to such section.

(1) All claims shall be commenced by electronic filing pursuant to this section, except as otherwise provided for herein.

(2) A motion for late claim relief pursuant to Court of Claims Act Section 10(6), may not be electronically served.

(3) Service of claims shall be made in accordance with Court of Claims Act Section 11, or by electronic means, other than through NYSCEF, if the party served agrees to accept such service. Such service shall be accompanied by a notice, advising the recipient that the action is subject to electronic filing pursuant to this section. A party served by electronic means shall, within 24 hours of service provide the serving party or attorney with an electronic confirmation that the service has been effectuated.

(d) Notwithstanding the foregoing, the provisions of paragraph (1) of subdivision (b) of section 202.5-b of these rules shall not apply to claims in the Court of Claims Filing and Service of Documents After Commencement of Actions. Except as otherwise provided in this section, filing and service of all documents shall be by electronic means.

(e) Exemptions.

(1) Notwithstanding the foregoing, an unrepresented party shall be exempt from the electronic filing requirements of this section. No such party shall be compelled, directly or indirectly, to participate in electronic filing. Such party may, however, voluntarily participate in electronic filing. Where a party is not represented by counsel, the clerk shall explain such party's options for electronic filing in plain language and shall inquire whether they wish to participate.

(2) Notwithstanding the foregoing, an attorney shall be exempt from having to file and serve documents electronically in accordance with this section upon filing with the clerk of the court a ~~certification that he or she lacks the necessary skills or resources to comply with this section~~ prescribed form wherein the attorney certifies in good faith that they lack the computer hardware and/or connection to the internet and/or scanner or other device by which documents may be converted to an electronic format; or the requisite knowledge in the operation of such computers and/or scanners necessary to participate.

(3) Nothing in this section shall prevent a judge from exempting an attorney from having to file and serve documents electronically in accordance with this section upon a showing of good cause therefor.

(f) In the absence of any provision in this section, the general provisions in section 202.5-b of this part shall apply.

§ 208.4-a. Electronic Filing in New York City Civil Court.

(a) Application. ~~On consent, All documents may be~~ filed and served by electronic means in the New York City Civil Court (“Civil Court”) either as a required (mandatory) or voluntary (consensual) filing, shall be subject to the extent and manner provided in this section, and only in such actions and in such counties as shall be authorized by order of the Chief Administrator of the Courts ~~and only to the extent and in the manner provided in this section; except that in an action brought by a provider of health services specified in section 5102(a)(1) of the Insurance Law against an insurer for failure to comply with rules and regulations promulgated by the Superintendent of Insurance pursuant to section 5108(b) of such law, the Chief Administrator of the Courts may eliminate the requirement of consent pursuant to section 2111(b)(2)(C) of the CPLR.~~

(b) Electronic Filing in actions in the Civil Court.

(1) Except as otherwise provided in this section, 22 NYCRR section 202.5-b, and section 202.5-bb where applicable, shall apply to all actions in which electronic filing is authorized in the Civil Court. References in sections 202.5-b and 202.5-bb to the Chief Clerk of the Supreme Court, or the clerk of a court shall be deemed to mean, where relevant, the Chief Clerk of the Civil Court and references in such section to the CPLR shall be deemed to include, where relevant, the New York City Civil Court Act and Real Property Actions and Proceedings Law.

(2) *Commencing an action by electronic means.*

(i) Except as otherwise provided in ~~subdivision (a) of this section, a party may commence any action in the Civil Court in any county (provided that e-filing has been authorized in that county and in the class of actions to which that action belongs pursuant to subdivision (a) of this section)~~ every action authorized as a mandatory filing in the county and class of actions under subdivision (a) of this section shall be commenced by electronically filing the initiating documents with the clerk of the court through the NYSCEF site. In any action authorized as a voluntary (consensual) filing in the county and class of actions under subdivision (a) of this section, a party may commence the action by electronically filing the initiating documents with the clerk of the court through the NYSCEF site.

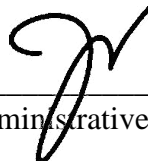
(ii) Documents that are electronically filed to commence an action in compliance with this section shall be deemed filed with the Clerk of the Civil Court in the county in which the action is brought for purposes of section 400 of the New York City Civil Court Act upon the date of receipt of those documents by the NYSCEF site, together with the payment of any required fee.

(iii) No later than the close of business on the business day following the date on which the initiating documents are electronically filed to commence an action pursuant to subparagraph (ii) of this paragraph, a confirmation notice shall be transmitted electronically by the NYSCEF site to the person filing such documents. The notice shall contain a link to a copy of the initiating documents to which shall be affixed an index number for the matter and a filing stamp showing the date of filing of the documents and to which there may also be affixed, as the court may require, an image of the signature of the Chief Clerk. This notice will satisfy the requirement in section 400(1) of the New York City Civil Court Act that the clerk return a copy of the filing to the party.

(iv) Where a summary proceeding under Article 7 of the Real Property Actions and Proceedings Law involving residential property is commenced electronically, NYSCEF shall provide the petitioner with the option, in lieu of submitting a stamped postcard containing the written notice required by section 208.42(i) of these rules, of having the clerk of the court mail such notice to the respondent or, if there be more than one respondent, to all of them. If the petitioner selects this option, the clerk shall charge the petitioner the cost of postage and a processing fee.

(3) *E-filing in an action after commencement.* Except as otherwise provided in subdivision (a) of the section, after the electronic commencement of an action wherein in which mandatory e-filing is authorized, all documents may shall be electronically filed and served electronically and such e-filing shall be conducted as provided in 22 NYCRR section 202.5-bb(c). Wherein voluntary (consensual) e-filing is authorized, after the commencement of an action documents may be filed by, and electronically served by and upon, parties who have consented thereto. Consent shall be obtained, and such e-filing shall be conducted as provided in 22 NYCRR section 202.5-b(b)(2).

* * * * *


 Chief Administrative Judge of the Courts

Date: June 16, 2025

AO/151/2025