



NEW YORK STATE UNIFIED COURT SYSTEM  
NASSAU COUNTY SUPREME COURT  
100 SUPREME COURT DRIVE  
MINEOLA, NY 11501

## ELECTRONIC FILING PROTOCOL

For technical issues with the e-filing system, including problems with your user name/password, or consenting/removing consent to e-filing, please contact the N.Y.S. E-filing Resource Center:  
E-mail: [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov) Phone: (646) 386-3033 Fax: (212) 401-9146

For assistance using the e-filing system, or to sign up for training please consult the [User Manual](#) and [Training Resources](#) web page.

### DOCUMENTS THAT HAVE BEEN RETURNED FOR CORRECTION

For assistance with documents that have been returned to you for correction, please contact the department that returned the document **AFTER** reading the reason for return in the body of the Returned For Correction e-mail that you received.

For all pre-R.J.I. filings, proposed judgments to the Clerk, notice of pendency, or assistance with fees please call the Nassau County Clerk's E-filing office	516-571-4632
Matrimonial Clerk's Office	516-493-3444
Guardianship Clerk's Office	516-493-3121
Tax Certiorari	516-493-3130
Small Claims Assessment Review	516-493-3325
Foreclosure Motions	516-493-3311
Motion Support	516-493-3148
Ex Parte Orders	516-493-3101
Orders to Show Cause/Name Change	516-493-3200
Proposed Orders & Proposed Judgments to the Court	516-493-3140
Preliminary Conference Requests	516-493-3101
Infant Compromise	516-493-3049
Hospital Hearings	516-493-3090
Notes of Issue	516-493-3113
Appeals - Please call the Appellate Division 2 <sup>nd</sup> Department	718-722-6324

## DOCUMENTS FILED IN ERROR

### PLEASE DO NOT ASK THE CLERKS OFFICE TO RETURN DOCUMENTS THAT HAVE BEEN FILED IN ERROR.

When a document has been e-filed, it is served on all participating parties and marked FILED with the Nassau County Clerk's Office. The procedure to correct a filing error is outlined below:

### PART 202. Uniform Civil Rules For The Supreme Court & The County Court

#### 202.5-b. Electronic Filing in Supreme Court

##### (d) Electronic Filing of Documents.

##### (3) Filing and receipt of documents; notification.

(iii) **Correction.** If a document filed electronically is subsequently discovered to contain confidential data – including but not limited to trade secrets, information protected by confidentiality agreement, or personal confidential information as defined by statute or court rule – or otherwise to have been filed in error, the filer or another party or affected person may (1) notify the parties and any non-party filers in the action of the confidentiality issue or other error raised by the filing, and of his or her intention to seek judicial relief to correct the filing; (2) following such notification, request that the appropriate County Clerk, exercising his or her administrative discretion, place the document temporarily in "restricted" status on the NYSCEF site, to be made available for viewing by court staff and the parties but not the general public; and (3) file an application to correct the filing by order to show cause within five business days of such notification (or such time as the court may direct), including a request for preliminary injunctive relief limiting interim disclosure of the document at issue. Unless otherwise directed by the court, any document placed in restricted status in response to such a request shall be returned to public view upon expiration of this five day period. The Chief Administrator of the Courts shall promulgate forms to implement this process.

[EF-24 - Notification of Confidentiality Issue or Error](#)

[EF-25 - Request for Restricted Status](#)

The Nassau County Supreme Court will also accept a fully executed stipulation to remove/return documents without the need for judicial intervention if all sides are in agreement. In the majority of instances, the most appropriate and efficient method for correction is to simply file a **new** document and label it **Amended**.

## CONVERSION TO E-FILING

To convert a paper case to e-filing you must complete either the [EF-10](#) or [EF-28](#) form found on the e-filing website. After the form is completed, you must upload the form to the e-filing system by clicking the [Supreme Court](#) link on the welcome page, and then following the **Convert Paper Filings to E-Filing** instructions on the bottom of the page. All parties listed on the initiating documents must be entered on the **Add Parties** page or the application will be rejected. Additional documents may not be uploaded to the system until after the County Clerk uploads the minutes and the applicant has been notified that the case has been converted. All documents filed prior to conversion will NOT be uploaded to the e-filing system, but will be listed in the Minutes. Paper (hard copy) documents will be retained by the Nassau County Clerk's Office.

## MANDATORY E-FILING

### **E-filing is mandatory in all civil matters EXCEPT:**

- CPLR Art. 70 proceedings
- CPLR Art. 78 proceedings
- Election Law proceedings
- Matrimonial matters
- Mental Hygiene Law matters

### **Mandatory in Part (Commencement):**

- consumer credit actions as defined in CPLR § 105(f)
- residential foreclosures as defined in RPAPL § 1304

### **Consensual/Voluntary:**

All civil matters that are neither Mandatory nor Mandatory in Part.

## UNREPRESENTED LITIGANTS

Unrepresented (Pro se) litigants are **EXEMPT** from mandatory e-filing and may file paper (hard copy) documents with the court. Unrepresented litigants are encouraged to view the [Unrepresented Litigant Fact Sheet](#) and if interested in taking advantage of the benefits of e-filing, should also review the [Unrepresented Litigants Home Page](#) to learn how to create a user name and password and how to file documents.

## HARD COPY FILING

When submitting hard copy documents as provided in the Uniform Rules to the court, the hard copy shall be an original document and bound using **ONLY** two hole-punched, pronged fasteners, and include only **un-tabbed exhibit pages** to allow for scanning. The document shall have attached thereto a [Notice of Hard Copy Submission - E-filed Case](#) on its last page facing outward, if required. Additionally, a working hard copy of any such document filed shall be submitted **with tabbed exhibit pages** to the Court. Documents that cannot be easily scanned will be retained in the County Clerk's Office and will not be uploaded to the e-filing system. It is by the sole discretion of the County Clerk, whether the original hard copy document is filed electronically or is maintained in hard copy form.

## DISCOVERY MATERIALS

Unless permitted by Uniform Rule §202.5-b(j), NO discovery materials shall be filed electronically.

## CONTACT INFORMATION

All e-file specific requests to the Nassau County Supreme Court must be in writing. We do not accept e-file requests by phone. Please e-mail requests to: **NassauEF@nycourts.gov**