

New York State Courts Electronic Filing



Surrogate Court Clerk's Guide to the NEW NYSCEF SCREENS

NYSCEF Resource Center
646.386.3033 | nyscef@nycourts.gov
www.nycourts.gov/eFile

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New NYSCEF Surrogate's Court

Clerk's Guide

Navigating to the New NYSCEF Surrogate's Court System

Go to www.nycourts.gov/efile to get to the NYSCEF Home Page.

Click on the new link "Surrogate Court – Court Use ONLY":

Welcome to NYS Courts Electronic Filing (NYSCEF)

NYSCEF is a program that permits the filing of legal papers by electronic means with the County Clerk or appropriate court and offers electronic service of papers in those cases. Before filing, view the [authorized courts and case types](#) for NYSCEF.

To e-file without an attorney, visit our [Unrepresented Litigants](#) website.

1. NEW LIVE CHAT
[ASK A QUESTION ABOUT E-FILING](#)

2. SEND A DOCUMENT USING EDDS
Parties may utilize the Unified Court System [Electronic Document Delivery System](#) to send a document to many courts where e-filing is not yet authorized, or where authorized, to send a Stipulation of Consent or Letter Application to Convert a matter to E-Filing. For more information, see [Sending Documents to the Court Using EDDS](#).

***Note:** If you are filing a Stipulation & Consent to E-Filing in Bronx, New York, Orleans or Queens Supreme Court, please log into [NYSCEF](#).

For emergency applications ONLY - in Supreme Court civil cases outside of regular court hours, call (800) 430-8457 or email emergency@nycourts.gov.

E-Filing Login

[Appellate Court](#) [NYC Civil Court](#)
[Court of Claims](#) [Supreme Civil Court](#)
[Criminal Court](#) [Surrogate Court](#) (circled in red)
[EDDS Court Processing](#) (Court Use ONLY) [Town/Village Court](#)
[Family Court](#) (Available in limited courts for document viewing only)

Search as Guest
Search for cases as a public user. You do not have to login to search.

Please note: This *New* Login Link is also found on the old Surrogate Court Login Page:

Log in to My Account

User Name (or Registration Number *)

Password

Log In

[Forgot your User Name or Password?](#)

[Surrogate Court - Court Use Only](#)
Log into the court use only section of Surrogate's Court

Create an Account
Create an account and start filing documents electronically

Create Account

Not an Attorney
To e-file without an attorney, visit our Unrepresented Litigants website.

Unrepresented Litigant Home

Log into NYSCEF with your same NYSCEF Username and Password as the old Surrogate Court Login Page:

New York State Unified Court System
 NYSCEF - New York State Courts Electronic Filing (Live System)

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 NYSCEF

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 Unrepresented Litigants

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 Create an Account
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 Forms
 Authorized Courts
 Available Documents
 Rules & Legislation
 Protocols
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- Remove Attorney Representation
- Training
- Terms of Use
- User Manual
- Filing Requirements
- Virtual Evidence Courtroom Resources
- Contact Us

Support

- Follow UCS
- Request for Public Comment
- Unrepresented Litigant Fact Sheet
- E-File Report

Attorney Information

- Attorney Registration
- Retainers & Closings
- eCourts

Login

This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts. See our [Authorized Courts and Case Types](#) page.

1. Supreme Civil Court Emergency Applications
For emergency applications ONLY - in Supreme Court civil cases outside of regular court hours, call (800) 430-8457 or email emergency@nycourts.gov.

Log in to My Account

User Name (or Registration Number *)

Password

[Forgot your User Name or Password?](#)

Create an Account
 Create an account and start filing documents electronically

-OR-

You can search for cases and documents as a guest.

** If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password. New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing [Create Attorney Online Services Account](#).*

Below is an image of the New NYSCEF Surrogate Court Homepage:

New York State Unified Court System
 NYSCEF - New York State Courts Electronic Filing (Live System)

Home
 NYSCEF

Home
 Unrepresented Litigants

Files
 My Court's Files
 File Search

Administrative
 To Do List
 Approve Add'l Payments
 Restore a File
 Reports

My Account
 Account Settings
 Logout

Welcome

E-filing in New York state is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.

Files

- > [My Court's Files](#)
- > [File Search](#)

Administrative

- > [To Do List](#)
- > [Approve Add'l Payments](#)
- > [Restore a File](#)
- > [Reports](#)

Help

- FAQs
- Remove Attorney Representation
- Training
- Terms of Use
- User Manual
- Filing Requirements
- Virtual Evidence Courtroom Resources
- Contact Us

Resources

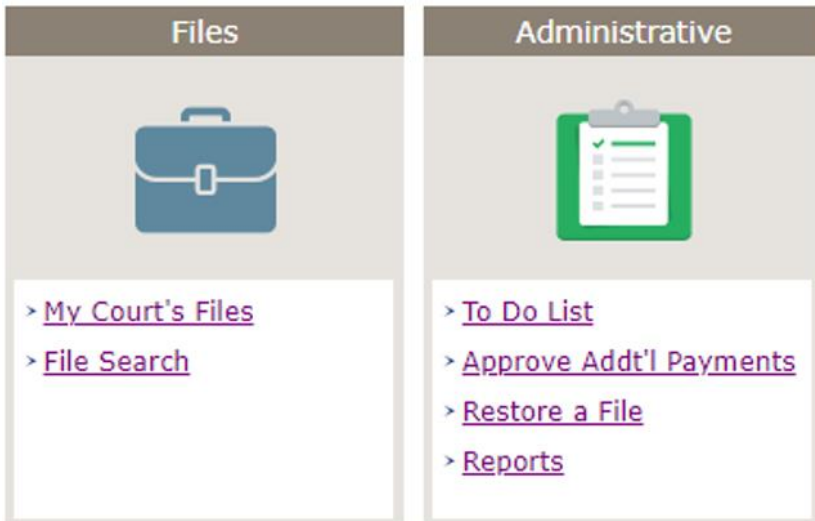
- Forms
- PDF Checker
- Authorized Courts
- Available Documents
- Rules & Legislation
- Protocols
- NYSCEF Updates

Support

- Follow UCS
- Request for Public Comment
- Unrepresented Litigant Fact Sheet
- E-File Report

Attorney Information

- Attorney Registration
- Retainers & Closings
- eCourts



A description of the above Main Menu Features are as follows:

- **File Search:** Find specific cases in your court by entering identifying file information (file number or decedent name)
- **To Do List:** Access the list of pending items in your court *WITH NEW PROCESSING FEATURES*
- **Approve Addt'l Payments:** *A NEW* To Do List just for additional payments made by filers based on the clerk's request
- **Restore a File:** Restore a deleted file
- **Reports:** Provides the clerk access to reports such as Daily Transactions and the old Additional Payment Report

File Search: Formerly known as “Inquiry,” use this link on the new NYSCEF Homepage to search for files in your Surrogate’s Court.

NYSCEF - New York State Courts Electronic Filing (Live System)

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Files

My Court's Files

File Search ←

Administrative

To Do List

Approve Addtl Payments

Restore a File

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My Account

Account Settings

Logout

Welcome

E-filing in New York state is authorized for certain case types in certain counties and courts. View all [Authorized Courts and Case Types](#).

The e-Filing Resource Center offers [Free Hands-On Training](#) for this website.

Files



[> My Court's Files](#)
[> File Search](#)

Administrative



[> To Do List](#)
[> Approve Addtl Payments](#)
[> Restore a File](#)
[> Reports](#)

The “File Search” screen looks like the old “Inquiry” screen:

Surrogate's Court: File Search

Select a court, then enter a file number or a file name.

Court *

File Number - or - **First Name** **Middle** **Last Name**

File Records Found

File #	File Name	Date of Death/Birth	Address
000000	DECEDENT TEST	01/01/2023	123 TEST ST, , MINEOLA, NY, 11501

Click on the File # to view the file, and to access some new features:




File Records Found

File #	File Name	Date of Death/Birth	Address
000000	DECEDENT TEST	01/01/2023	123 TEST ST, , MINEOLA, NY, 11501


Below is an image of the New NYSCEF Surrogate's Court File Page

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: **05/24/2023 - Resource Center**
E-Filing ID: **512838**
E-Filing Status: **Approved for EF**


 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

File Detail **Documents** Comments Sub Records

 [Transfer Documents](#)

To view document details, click the # link.

#	Document	Filed By	Status
1	LIMITED ADMINISTRATION Paid \$45 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed
2	DEATH CERTIFICATE Paid \$0 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed
3	FUNERAL BILL COPY Paid \$0 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed
4	WAIVER, RENUNCIATION AND CONSENT Paid \$0 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed
5	ATTORNEY CERTIFICATION 207.4(B) Paid \$0 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed
6	*** DELETED BY COURT *** (comments available)		
7	COURT RECORD SHEET (comments available)	C. Tursellino Court User Received: 6/6/2023	Processed

NOTE: Documents open as  [Download Adobe Reader](#)

[Return to Search](#)

Description of New Features/Options

To Do List: Return to the list of pending items in your court

Request Payment: This new feature allows the clerk to request an additional payment at any time (i.e. without requiring the document to be on the To Do List)

Add Comment: New functionality that allows the clerk to make notations pertaining to a file or one of the documents contained therein

Sub Records: Click on this link to view and maintain the NYSCEF sub-records associated with the estate

Comments Tab: This new tab allows the clerk to make notations pertaining to a file or one of the documents contained therein. Here's an image of the Add Comment page:

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: 5/24/2023 3:14 PM - Resource Center
E-Filing ID: 512838
E-Filing Status: **Approved for EF**

Add Comment

Select the type of comment you want to add, then enter your comment. * Required fields.

Type Of Comment *

File Record
 Document:

Comment *

File reviewed 05/24/2023; Bond Affidavit due

Send email of this comment to:
 Filing User Participating Parties Case Judge

Make comment visible to: Public Comment
 Internal Comment (Visible to Court Staff ONLY)

Section 1: Type of Comment – The clerk must select whether the comment pertains to the entire File Record or to a particular document. If the clerk selects that the comment regarding a particular document, the clerk must also select which filed document the comment relates to.

Section 2: Comment – Enter the comment in this section.

Section 3: Send email of this comment to –The clerk may elect to send the comment to the Filing User or all Participating Parties. Please note that at this time the Case Judge option does not apply, as you cannot assign a Case Judge in NYSCEF.

Section 4: Make comment visible to - The clerk may elect that this comment remain visible in the NYSCEF file record (so that participating parties may see the comment) or, that it become “internal” meaning that the comment will be visible to court staff ONLY.

Remove Document

NYSCEF features a “Remove Document” option which allows the clerk to delete a document from the NYSCEF file record and send a comment explaining why to the filer. To utilize this feature, start by clicking on the NYSCEF Document #:

#	Document	Filed By	Status
1	LIMITED ADMINISTRATION Paid \$45 on 5/24/2023	R. Center Filed: 5/24/2023 Received: 5/24/2023	Processed

Below is the Document Detail tab. Click on the “Remove Document” link:

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: **05/24/2023 - Resource Center**
E-Filing ID: **512838**
E-Filing Status: **Approved for EF**

File Detail Documents **Document Detail** Comments

 [Edit Document](#) [Remove Document](#)

Document Number: **1**
Document Type: **LIMITED ADMINISTRATION**
Status: **AP**
Filed By/Date: **Resource Center (5/24/2023)**

Document Fee: **\$45.00**

Payment Method: **VISA/MC**
Date Paid: **5/24/2023 3:20 PM**
Total Transaction Amount: **\$45.00** (this may include fees for other documents sent with this filing)
Transaction Date: **5/24/2023 3:20 PM**
Authorization Code: **123456**
Transaction Id: **TEST_12971251**

E-Mail Service Notifications sent on 5/24/2023 3:20:34 PM

Attorney	Email
Center, Resource	eftrain@nycourts.gov

Cancel

Below is the Remove Document screen. To remove a document, start by selecting the documents that should be removed.

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: 5/24/2023 3:14 PM - Resource Center
E-Filing ID: 512838
E-Filing Status: **Approved for EF**

Select Documents

Document List
Select the documents to be returned or removed.

Select	Document	Filed By	Status	Received
<input type="checkbox"/>	LIMITED ADMINISTRATION	Resource Center	AP	5/24/2023
<input type="checkbox"/>	DEATH CERTIFICATE	Resource Center	AP	5/24/2023
<input type="checkbox"/>	FUNERAL BILL COPY	Resource Center	AP	5/24/2023
<input type="checkbox"/>	WAIVER, RENUNCIATION AND CONSENT	Resource Center	AP	5/24/2023
<input type="checkbox"/>	ATTORNEY CERTIFICATION 207.4(B)	Resource Center	AP	5/24/2023
<input checked="" type="checkbox"/>	AFFIRMATION OF ATTORNEY	Resource Center	RE	5/24/2023

Select from the list of the most used reasons (referred to as “canned comments”), or enter your own reason, why the document is being removed.

Remove Document

- Document lacks index number [202.5(d) (1) (i)].
- Proper payment has not been submitted.
- Duplicate/Improper Submission.
- Petition is not notarized.
- See SCPA 1602 regarding ancillary probate.

Duplicate/Improper Submission.

Click “Submit”

After the clerk clicks "Submit," an email with the clerk's comment is sent to the filer notifying them that the document has been removed. The reason for the document removal becomes an **Internal Comment** that is stored in the "Comments" tab for the clerks in the Surrogate's Court to refer to when reviewing the case file.

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: **05/24/2023 - Resource Center**
E-Filing ID: **512838**
E-Filing Status: **Approved for EF**
 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

[File Detail](#) [Documents](#) **[Comments](#)** [Sub Records](#)

Case Comments

Date/User	Comment (page entered on)
06/06/2023 02:57 PM Tursellino, C.	File reviewed 05/24/2023; Bond Affidavit due (SurrogateAddComment)

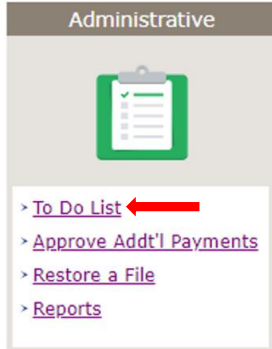
Document Comments

Date/User	Document/Comment (page entered on)
06/06/2023 04:09 PM Tursellino, C.	6 - UCMS MISCELLANEOUS Duplicate/Improper Submission. (SurrogateReturnRemoveDocument) ←
	Internal Comment
06/06/2023 03:08 PM Surrogate, S.	7 - UCMS MISCELLANEOUS Restricted Flag updated in UCMS. (VSCMSCallback)
	Internal Comment

NYSCEF To Do List

The To Do list link may be found in the following locations on the NYSCEF site. Click on the To Do List link to begin reviewing the documents pending in your court:

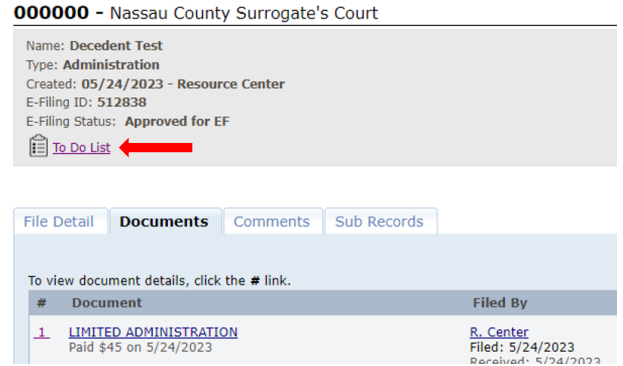
The NYSCEF Main Menu:



The Left-Sidebar Menu:



The Document List Page:



Here is an image of the new NYSCEF To Do List page:

NYSCEF - Surrogate's Court (Live System)

Surrogate's Court: To Do List

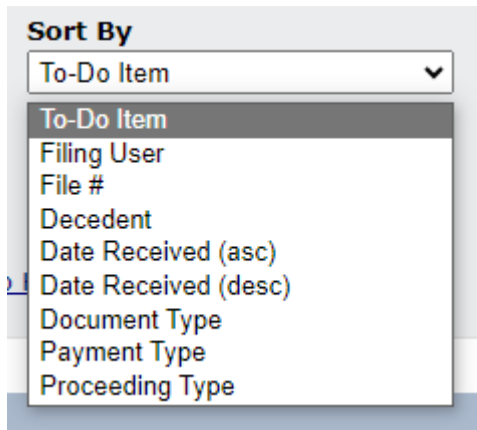
Court: Nassau County Surrogate's Court **Sort By:** To-Do Item

Filing Type (optional): **File Number (optional):** **Last Name (optional):**

[Previous](#) [Find To-Do Items](#) [Return to Home Page](#)

To Do Item	Document	File
Approve Document <i>No Fee</i>	CORRESPONDENCE Received: 05/16/2023 05:23 PM Filed By: KRASS, STEPHEN JAY	2019-398 ALAN B WOLPERT <i>Probate</i>
Approve Document <i>No Fee</i>	NOTICE OF PROBATE WITH AFFIDAVITS OF SERVICE Received: 05/16/2023 01:20 PM Filed By: MEARES, JOSEPH DANIEL	2023-536 ALBERT P D'ASCOLI <i>Probate</i>
Approve Document <i>No Fee</i>	AFFIDAVIT (CERTIFICATION) OF EXAMINING PHYSICIAN/PSYCHOLOGIST Received: 05/15/2023 03:47 PM Filed By: DAVIS, NICOLE DANA	2022-291 ALEXA MICHELE FORGIONE <i>Guardianship</i>
Approve Document <i>No Fee</i>	AFFIDAVIT (CERTIFICATION) OF EXAMINING PHYSICIAN/PSYCHOLOGIST Received: 05/15/2023 03:56 PM Filed By: DAVIS, NICOLE DANA	2022-291 ALEXA MICHELE FORGIONE <i>Guardianship</i>
Approve Document <i>VISA/MC</i>	PETITION TO SUSPEND, MODIFY, REVOKE OR REMOVE A FIDUCIARY Received: 05/09/2023 04:00 PM Filed By: RICHARDS, KATHARINE J.	2022-1409 ALFRED FRIEDLANDER <i>Probate</i>
Approve Document	AFFIDAVIT	341639

The To Do List automatically defaults that all documents in alphanumeric order. Below are the other Sort By options:



Sort By Options Explained:

- Filing User**- To Do items are sorted in alphanumeric order by the Filer's name
- File #** - To Do items are sorted numerically (in ascending order), with *Not Assigned* files listed first
- Decedent** – To Do items will sort alphabetically by decedent name
- Date Received (asc)** – To Do items are sorted in the order in which they are received with the oldest filing first.
- Date Received (desc)** - To Do items are sorted in the order in which they are received with the most recent filing first
- Document Type** – To Do items are sorted in alphanumeric order by Document Type (with the exception of the Request for Surrogate's Court Action, in those courts that require such a document)
- Payment Type** – To Do items are sorted by Payment methods (Request for Additional Fees, No Fee, Pay At Court, Previously Paid, and VISA/MC)
- Proceeding Type** – To Do items are sorted by the type of proceeding

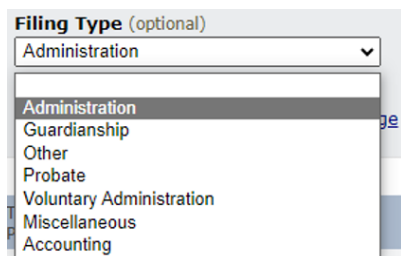
In addition to the Sort By Options, there are 3 additional and optional fields to help narrow down the To Do List:

Surrogate's Court: To Do List

A screenshot of the 'Surrogate's Court: To Do List' search interface. At the top, there are two dropdown menus: 'Court' (set to 'Nassau County Surrogate's Court') and 'Sort By' (set to 'To-Do Item'). Below these are three optional search fields: 'Filing Type', 'File Number', and 'Last Name'. Each field has a small dropdown arrow. A red rectangular box highlights these three search fields. At the bottom of the interface, there are three buttons: a yellow 'Previous' button, a green 'Find To-Do Items' button, and a blue 'Return to Home Page' link.

The clerk may enter any combination of additional information (Filing Type, File Number or Last Name), to find the pending item on their To Do List.

Choosing a Filing Type will only show you filings of that proceeding type:



Below is an example of the clerk entering a "Filing Type" and Decedent's "Last Name" to find the specific pending item on their To Do List:

Surrogate's Court: To Do List

Court

Sort By

Filing Type (optional)

File Number (optional)

Last Name (optional)

[Find To-Do Items](#) [Return to Home Page](#)

To Do Item	Document	File
Assign File Number <i>No Fee</i>	LIMITED ADMINISTRATION Received: 06/12/2023 12:15 PM Filed By: Center, Resource	Not Assigned SUBRECORD TESTER Administration

The To Do Item Processing page is mostly unchanged, except for the new options described on the next page:

Surrogate's Court: To Do Item Processing

File #: Unassigned	Name: Subrecord Tester
Court: Nassau County Surrogate's Court	Created: 06/12/2023 - Resource Center
Type: Administration	E-Filing ID: 512882

File Details

[Document List](#) [Edit File](#)

Date of Death/Birth: **01/01/2023**
 Domicile: **123 TEST ST, MINEOLA, NY, 11501**

Consented Parties

Name/Address	Role	Consented By	
Subrecord Tester Jr 123 TEST ST MINEOLA, NY, 11501	ADMINISTRATOR	Resource Center (6/12/2023)	Edit/Remove Party

Approve Document/Process Payment

Documents Filed/Certificates Requested (filed by [Resource Center](#) on 6/12/2023)

Select	Qty	Document/Certificate	Status	Fee	Total Fee	
<input type="checkbox"/>	1	LIMITED ADMINISTRATION	Pending	\$45.00	\$45.00	Edit
<input type="checkbox"/>	1	DEATH CERTIFICATE	Pending	\$0.00	\$0.00	Edit
<input type="checkbox"/>	1	FUNERAL BILL COPY	Pending	\$0.00	\$0.00	Edit
<input type="checkbox"/>	2	WAIVER(S), RENUNCIATION(S) AND CONSENT(S)	Pending	\$0.00	\$0.00	Edit
<input type="checkbox"/>	1	AFFIRMATION OF ATTORNEY	Pending	\$0.00	\$0.00	Edit
					Total Fees:	\$45.00

[Select All](#) [Unselect All](#)

Under the list of pending documents, NYSCEF now displays an option that allows the clerk to either process the filings into the Main File or to a New Sub-File:

Select All Unselect All

Assign File Number/Process Payment

Payment Method Requested: **No Fee**

I want to process documents/certificates for:

Main File

New Sub-File Sub-File ID: Filing Type: *

File Number

Payment Method

Court Comments

If the clerk is processing documents into the Main File, the clerk may proceed with no change to the processing screen. If you are requesting an additional payment, there is a new drop down option, "Request From Attorney," found in the Request Additional Payment section.

"Request From Attorney" allows the clerk to choose the specific attorney that the additional payment is being requested from:

Request Additional Payment

If this proceeding requires an additional payment, an email will be sent to the filer, requesting the additional payment.
NOTE: Any proceeding with a pending "Additional Payment" will not appear on the To Do List until the payment is processed.

Amount Requested \$ Type Request From Attorney

Reason for requesting additional payment:

NEW Creating a Sub-File

Importing documents from NYSCEF into UCMS

If the item on the To Do List results in the creation of a sub-file, you can now import it automatically into UCMS and assign the sub-file letter in NYSCEF.

File #: 2023-9	Name: Subrecord Tester
Court: Nassau County Surrogate's Court	Created: 06/12/2023 - Resource Center
Type: Administration	E-Filing ID: 512882

File Details

[Document List](#)  [Edit File](#)

Date of Death/Birth: 01/01/2023
Domicile: 123 TEST ST, MINEOLA, NY, 11501

Consented Parties

Name/Address	Role	Consented By	
Subrecord Tester Jr 123 TEST ST MINEOLA, NY, 11501	ADMINISTRATOR	Resource Center (6/12/2023)	Edit/Remove Party

Approve Document/Process Payment

Documents Filed/Certificates Requested (filed by [Resource Center](#) on 6/12/2023)

Select	Qty	Document/Certificate	Status	Fee	Total Fee	
<input checked="" type="checkbox"/>	1	WRONGFUL DEATH PETITION	Pending	\$1,250.00	\$1,250.00 Paid	Edit
<input checked="" type="checkbox"/>	1	AFFIDAVIT	Pending	\$0.00	\$0.00 Paid	Edit
<input checked="" type="checkbox"/>	1	CITATION (PROPOSED)	Pending	\$0.00	\$0.00 Paid	Edit
					Total Fees: \$1250.00	

[Select All](#) [Unselect All](#)

Approve Document/Process Payment

Payment Method: VISA/MC
Paid Date: 6/12/2023 12:50 PM
Transaction Amount: \$1,250.00
Transaction Date: 6/12/2023 12:50 PM
Authorization Code: 123456
Transaction Id: TEST_12971851

I want to process documents/certificates for:

Main File

New Sub-File

Sub-File ID:

Filing Type: *

Accounting
Administration
Estate Tax
Guardianship
Lifetime Trust
Miscellaneous
Probate
Voluntary Administration

Start by clicking Select All beneath the list of documents

Select the "New Sub-File" radio button

Enter in the letter for the sub-file

Select the "Filing Type" from the drop-down list

When the documents are ready to be imported into UCMS, click the green Process button in NYSCEF.

If you are unsure of the next sub-file letter, double-click on the File Number in UCMS to inquire:

AdbCLIENT: NassauTest - [Record: Sur-Create New Filing]

E Filing ID: 512882
 Court Atty: []
 Old Image File: N Confidential: N
 Stop Action: N

Parties Attorneys Document VA Assets Cashier Letters Art17Funds Schedule Reports Inquiries Utilities

File Name: Subrecord Tester AKA: N Attorney of Record-this File# only?: N Letters Issued: [] Current: N
 Resource Center: 00-00-0000

File#: 2023-9 Sub Records: Y File Date: 06-12-2023 Judge: []

Filing Type: A Proceeding LIMITED ADMINISTRATION Estate Value: Less than \$10,000 \$45/\$35

File Location: ADMIN Inventory: Filed: 00-00-0000 Value: [] All PreInv: Less than \$10,000
 Pet Relates to: [] All Inv Filed: 00-00-0000 All Inv Value: [] Total Inv: \$45.00
 Tax Return?: N Inv Due: 00-00-0000 Status Due: 00-00-0000

Acting Status: [] Require Acctg: N
 Estate Closed Date: 00-00-0000 Estate Closed: N Tracking: FOR CLERK REVIEW 00-00-0000 Dept: ADMINISTRATION
 Proceeding Disposed: 00-00-0000 Disposition: []

FILE COMMENT: [] Will Date: 00-00-0000 Unique File Flag: E-FILE
 Onbase Date: 00-00-0000 Contested: N Contested Date: 00-00-0000
 Issue Joined: N Issue Joined Date: 00-00-0000

Click to Show or Hide the Folder Below OrigFile#: 2023-9 Estate/File/Pet Atty: Resource Center

Parties Atty VA Assets Letters Minutes Court Dts Documents Cashier Receipts/Adjust Numbers Art 17 Funds Warnings

UCMS will display the Last Letter Used and the Next Letter to be used.

Record: Sur-Orig File Record

To reset the next letter to be assigned to a subrecord enter the Last Letter actually used in that field. When you save it the Next Letter field will change. Entering the @ symbol in the Last Letter Used field will make the Next Letter an A.

Original File #: 2023-9 Last Letter Used: C Next Letter: D # of Converted Sub Records: 0


File Name Party#: 4599675 Alias ID: 781049 File Name: Subrecord Tester

Inventory Info Change Estate Value: Less than \$10,000 Inv Required: Y TOTAL FEE PAID TO DATE: \$45.00
 Estate Value Before Inventory was Filed: Less than \$10,000 Fee Paid Before Inventory was Filed: \$45.00
 Inv Filed Date: 00-00-0000 Inv Value: \$0.00 Original FileDate: 06-12-2023 Fee Due Based on Inventory Value: \$0.00

File Comment: [] Estate Atty ID: QA48966
 E Filing ID: 512882 E Filing Folder: EFILED\PRODUCTION\Teste_Sub_512882 Images Checked: 00-00-0000

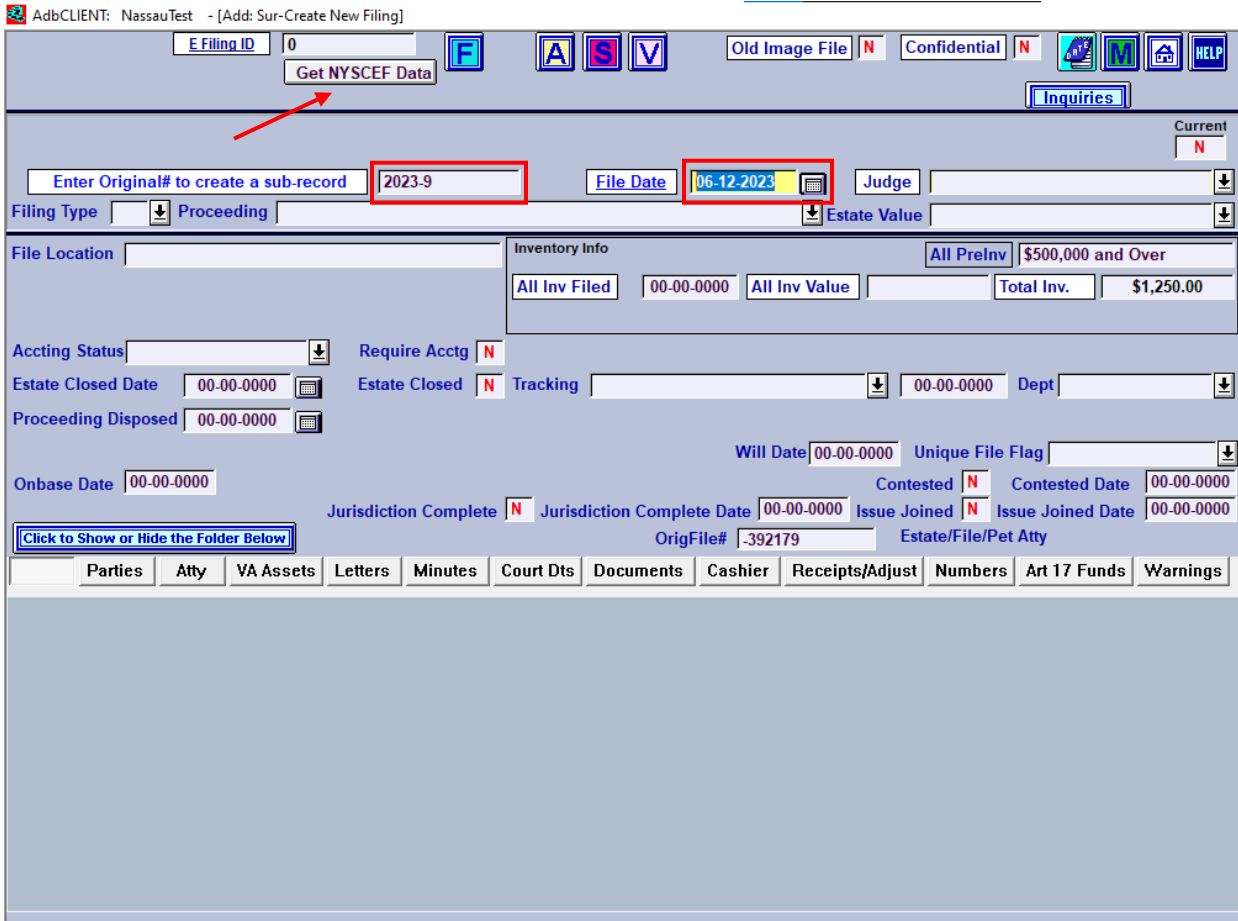
Blank out E Filing Folder field and then Save to recreate the folder Name.

File#	File Date	Proceeding	Related Proceeding	Letters Type	Current	Issued	Clos	Estate Closed	E Filing ID	E Filing Folder	Dis
2023-9	06-12-2023	LIMITED ADMINISTRAT			N	00-00-0000	N	00-00-0000	512882	EFILED\PROD	0-1
2023-9/A	06-12-2023	WRONGFUL DEATH PET			N	00-00-0000	N	00-00-0000	512882	EFILED\PROD	0-1
2023-9/B	06-12-2023	OTHER ACCOUNTING P			N	00-00-0000	N	00-00-0000	512882	EFILED\PROD	0-1
2023-9/C	06-12-2023	OTHER ADMINISTRATI			N	00-00-0000	N	00-00-0000	512882	EFILED\PROD	0-1

In UCMS, navigate to the Add File screen (click the yellow A) 

Enter in the File Number and the File Date. It is not necessary to enter in the E-Filing ID.

Click "Get NYSCEF Data" to import the documents:



AbdCLIENT: NassauTest - [Add: Sur-Create New Filing]

E Filing ID: 0

Get NYSCEF Data

Old Image File: N Confidential: N

Inquiries

Current: N

Enter Original# to create a sub-record: 2023-9

File Date: 06-12-2023

Judge: [Dropdown]

Filing Type: [Dropdown] Proceeding

Estate Value: [Dropdown]

File Location: [Text]

Inventory Info: All PreInv \$500,000 and Over

All Inv Filed: 00-00-0000 All Inv Value: [Text] Total Inv: \$1,250.00

Accting Status: [Dropdown] Require Acctg: N

Estate Closed Date: 00-00-0000 Estate Closed: N Tracking: [Dropdown] 00-00-0000 Dept: [Dropdown]

Proceeding Disposed: 00-00-0000

Onbase Date: 00-00-0000

Will Date: 00-00-0000 Unique File Flag: [Dropdown]

Contested: N Contested Date: 00-00-0000

Jurisdiction Complete: N Jurisdiction Complete Date: 00-00-0000 Issue Joined: N Issue Joined Date: 00-00-0000

Click to Show or Hide the Folder Below

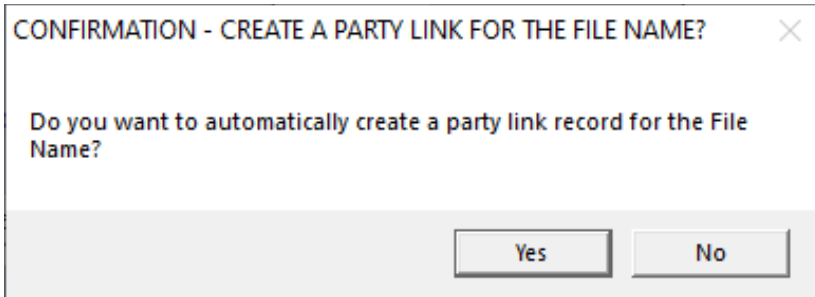
OrigFile#: -392179 Estate/File/Pet Atty

Parties Atty VA Assets Letters Minutes Court Dts Documents Cashier Receipts/Adjust Numbers Art 17 Funds Warnings

After clicking Get NYSCEF Data, UCMS will ask a series of processing questions that will become the new sub-file.

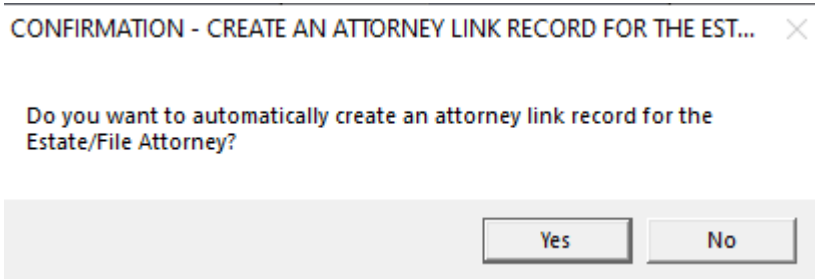
Confirmation 1 – Create a Party Link for the File Name?

Answering **Yes** will link the File Name (the decedent’s name) as a Party in the sub-file.



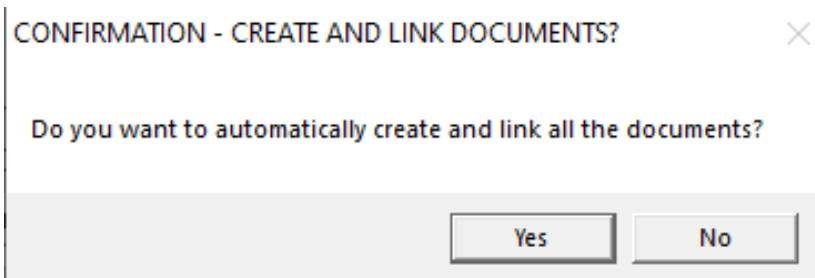
Confirmation 2 – Create an Attorney Link Record for the Estate/File Attorney?

Answering **Yes** will like the Attorney of Record from the Main File into the Sub-File.



Confirmation 3 – Create and Link Documents?

Answering **Yes** will link all of the documents that were processed in NYSCEF as part of this sub-file.



After answering those three questions, the UCMS Sub-File is created:

AdbCLIENT: NassauTest - [Record: Sur-Create New Filing]

E Filing ID: 512882
 Court Atty: [Dropdown]

Old Image File: N Confidential: N

Parties Attorneys Document VA Assets Cashier Letters Art17/Funds Schedule Reports Inquiries Utilities

File Name: Subrecord Tester AKA: Attorney of Record-this File# only? N Letters Issued: [Dropdown] Current: N

Resource Center: 00-00-0000

File#: 2023-9/A Sub Records: Y File Date: 06-12-2023 Judge: [Dropdown]

Filing Type: M Proceeding: WRONGFUL DEATH PETITION Estate Value: \$500,000 and Over \$1,250/\$1,000

File Location: [Dropdown] Inventory Info: All PreInv: Less than \$10,000

Pet Relates to: [Dropdown] All Inv Filed: 00-00-0000 All Inv Value: [Dropdown] Total Inv.: \$45.00

Acting Status: [Dropdown] Require Acctg: N

Estate Closed Date: 00-00-0000 Estate Closed: N Tracking: [Dropdown] 00-00-0000 Dept: [Dropdown]

Proceeding Disposed: 00-00-0000 Disposition: [Dropdown]

FILE COMMENT: [Text] Will Date: 00-00-0000 Unique File Flag: [Dropdown]

Onbase Date: 00-00-0000 Contested: N Contested Date: 00-00-0000

Jurisdiction Complete: N Jurisdiction Complete Date: 00-00-0000 Issue Joined: N Issue Joined Date: 00-00-0000

Click to Show or Hide the Folder Below OrigFile#: 2023-9 Estate/File/Pet Atty: Resource Center

Parties Atty VA Assets Letters Minutes Court Dts Documents Cashier Receipts/Adjust Numbers Art 17 Funds Warnings

Documents - This Proceeding Only Documents - All Related Proceedings Documents - Adjusted Transactions

Scan	Document	Comments	EFile	OK?	Qty	AcctYear	Acct Due	Doc Filed	Signed	Restr	Imp	Ca
Y	WRONGFUL DEATH PETITION		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	CITATION (PROPOSED)		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20

Get NYSCEF Documents

The Surrogate's Court Clerk may also complete any necessary UCMS cashier steps.




Noteworthy: In addition to the information that is automatically imported, there may also be additional information that the clerk must enter manually into the Sub-File (such as Assigned Judge, Tracking, File Location and Department etc.).

In addition, UCMS imports the Proceeding Type the filer selected when filing to NYSCEF. If the Proceeding Type (or other important file information, like the Estate Value) is incorrect, ask someone with Supervisor Rights to correct the UCMS record.


Once a Sub-File is created in NYSCEF, that Sub-File Letter is found under the Document Type Name in the NYSCEF Document List:

2023-9 - Nassau County Surrogate's Court

Name: **Subrecord Tester**
Type: **Administration**
Created: **06/12/2023 - Resource Center**
E-Filing ID: **512882**
E-Filing Status: **Approved for EF**

 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

File Detail **Documents** Comments Sub Records

 [Transfer Documents](#)

Narrow By Options


Sub Record Type:

To view document details, click the # link.

#	Document	Filed By	Status
1	LIMITED ADMINISTRATION Paid \$45 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
2	DEATH CERTIFICATE Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
3	FUNERAL BILL COPY Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
4	WAIVER(S), RENUNCIATION(S) AND CONSENT(S) Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
5	AFFIRMATION OF ATTORNEY Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
6	AFFIDAVIT Bond Affidavit	R. Center Received: 6/12/2023	Pending
7	WRONGFUL DEATH PETITION A - Miscellaneous Paid \$1,250 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
8	AFFIDAVIT	R. Center	Processed

Use the Narrow By Options to ONLY display documents in a specific Sub-File:

File Detail **Documents** Comments Sub Records

 [Transfer Documents](#)

Narrow By Options

Sub Record Type:

If a sub-file already exists at the time of processing the document(s) in NYSCEF, the clerk may select which sub-file to add the documents into.

To link documents into an existing sub-file, select the documents that should be added to the sub-file.

Select the "Existing Sub-File" the documents should be filed into.

File Details

[Document List](#)  [Edit File](#)

Date of Death/Birth: **01/01/2023**
Domicile: **123 TEST ST, MINEOLA, NY, 11501**

Consented Parties

Name/Address	Role	Consented By	
Subrecorder Tester Jr 123 TEST ST MINEOLA, NY, 11501	ADMINISTRATOR	Resource Center (6/12/2023)	Edit/Remove Party
Creditor Test 123 TEST ST NEW YORK, NY, 10001	CROSS-PETITIONER	Auth Attorney TEST (6/23/2023)	Edit/Remove Party

Approve Document/Process Payment

Documents Filed/Certificates Requested (filed by [Resource Center](#) on 6/27/2023)

Select	Qty	Document/Certificate	Status	Fee	Total Fee	
<input type="checkbox"/>	1	AFFIDAVIT <i>Bond Affidavit</i>	Pending	\$0.00	\$0.00	Edit
					Total Fees: \$0.00	

[Select All](#) [Unselect All](#)

Approve Document/Process Payment

Payment Method Requested: **No Fee**

I want to process documents/certificates for:

- Main File**
- Existing Sub-File** A - Miscellaneous
- New Sub-File** Sub-File ID: Filing Type: *

Payment Method

Court Comments

Changing or Designating Sub-File Document Association (Attaching/Detaching Documents to Sub Records)

There may be an instance where the clerk must link a document to a sub-file after it was processed in NYSCEF or change the sub-file a document is currently linked to. The clerk may make these changes using the concept of **attaching** and **detaching** documents.




To begin, go to the "Sub Records" tab in NYSCEF.

Select the sub-file the document is currently associated to, or for the document with no designation, select the sub-file you wish to attach a document to.

Click "Attach/Detach Documents to Sub Record"

2023-9 - Nassau County Surrogate's Court

Name: **Subrecord Tester**
Type: **Administration**
Created: **6/12/2023 12:14 PM - Resource Center**
E-Filing ID: **512882**
E-Filing Status: **Approved for EF**

 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

File Detail Documents Comments **Sub Records**

Select the sub record from the drop down menu to attach or detach documents for that sub record. Documents can only be attached to 1 sub record at a time. To change the sub record of a document, first detach it from its previous sub record then attach it to the new one.

Sub Record Type:

NYSCEF will display all the documents in the Sub-File that are currently linked to that sub-file AND a list of documents that are not currently linked to any sub-file.

Attach Documents to A - Miscellaneous

Select documents below to attach them to this sub record. Unselect to detach the document from this sub record.

Documents can only be attached to 1 sub record at a time. Only the documents in this sub record and unattached documents are shown below. If you do not see the document you need, check the document list under file details to see if it is currently attached to another sub record.

Document List

Select All Unselect All

Select	Sub Record	Document	Received	Filing User
<input type="checkbox"/>	A - Miscellaneous	AFFIDAVIT Bond Affidavit	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	WRONGFUL DEATH PETITION	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	AFFIDAVIT	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	CITATION (PROPOSED)	6/12/2023	Resource Center
<input type="checkbox"/>	None	LIMITED ADMINISTRATION	6/12/2023	Resource Center
<input type="checkbox"/>	None	DEATH CERTIFICATE	6/12/2023	Resource Center
<input type="checkbox"/>	None	FUNERAL BILL COPY	6/12/2023	Resource Center
<input type="checkbox"/>	None	WAIVER(S), RENUNCIATION(S) AND CONSENT(S)	6/12/2023	Resource Center
<input type="checkbox"/>	None	AFFIRMATION OF ATTORNEY	6/12/2023	Resource Center

Cancel Submit

A document that IS LINKED to a sub-file will have the checkbox marked and will have a sub-file designation:

<input checked="" type="checkbox"/>	A - Miscellaneous	WRONGFUL DEATH PETITION	6/12/2023	Resource Center
-------------------------------------	-------------------	---	-----------	-----------------

A document that IS NOT LINKED to a sub-file will have the checkbox unmarked and will have no sub-file designation:

<input type="checkbox"/>	None	LIMITED ADMINISTRATION	6/12/2023	Resource Center
--------------------------	------	--	-----------	-----------------

Select or deselect the boxes next to the relevant documents to attach/detach them from the sub record:

Selecting the checkbox will ATTACH the document to the Sub-File

Deselecting the checkbox will DETACH the document to the Sub-File

Click "Submit "

Please note: If the document you wish to attach to a sub-file is not listed, it is because that document is currently linked to a different sub-file. The clerk must detach a document first from one sub-file before attaching that document to the other sub-file.

In the example below, the clerk unchecked the box, DETACHING the Affidavit Document from Sub-File A:

Document List

Select	Sub Record	Document	Received	Filing User
<input type="checkbox"/>	A - Miscellaneous	AFFIDAVIT Bond Affidavit	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	WRONGFUL DEATH PETITION	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	AFFIDAVIT	6/12/2023	Resource Center
<input checked="" type="checkbox"/>	A - Miscellaneous	CITATION (PROPOSED)	6/12/2023	Resource Center
<input type="checkbox"/>	None	LIMITED ADMINISTRATION	6/12/2023	Resource Center
<input type="checkbox"/>	None	DEATH CERTIFICATE	6/12/2023	Resource Center
<input type="checkbox"/>	None	FUNERAL BILL COPY	6/12/2023	Resource Center
<input type="checkbox"/>	None	WAIVER(S), RENUNCIATION(S) AND CONSENT(S)	6/12/2023	Resource Center
<input type="checkbox"/>	None	AFFIRMATION OF ATTORNEY	6/12/2023	Resource Center

On the NYSCEF Document List, the Affidavit document shows that it is not attached to a Sub-File.

File Detail | **Documents** | Comments | Sub Records

[Transfer Documents](#)

Narrow By Options

Sub Record Type:

To view document details, click the # link.

#	Document	Filed By	Status
1	LIMITED ADMINISTRATION Paid \$45 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
2	DEATH CERTIFICATE Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
3	FUNERAL BILL COPY Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
4	WAIVER(S), RENUNCIATION(S) AND CONSENT(S) Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
5	AFFIRMATION OF ATTORNEY Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
6	AFFIDAVIT Bond Affidavit Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
7	WRONGFUL DEATH PETITION A - Miscellaneous Paid \$1,250 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed

Additionally, please note that only the Sub-files created in NYSCEF will show the Sub-File designation in the NYSCEF Document List. In the alternative, if the sub-file was created in UCMS only, the sub-file records in UCMS will simply be listed as a document in the Main File.

Here's an image of UCMS, showing that this "Other Accounting Petition" is under Sub-File "B":

The screenshot shows the UCMS interface for a filing record. Key details include:

- File Name:** Subrecord Tester
- File #:** 2023-9/B
- File Date:** 06-12-2023
- Filing Type:** J Proceeding OTHER ACCOUNTING PETITION
- Inventory Info:** Total Inv. \$45.00
- Fixed Fee:** \$0.00
- FILE COMMENT:** Will Date 00-00-0000 Unique File Flag
- Onbase Date:** 00-00-0000
- Jurisdiction Complete:** N
- OrigFile#:** 2023-9

At the bottom, there is a table of documents for this proceeding:

-Scan-	--Document--	Comments	EFile	OK?	-Qty-	AcctYear	Acct Due	Doc Filed	Signed	Restr	Imp	Ca
Y	OTHER ACCOUNTING PETITION	COURT FILED-2023-06-	Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20

However, Sub-File B does not exist in NYSCEF. As such, this document is listed as a Main File document:

10	AFFIDAVIT OF SERVICE A - Miscellaneous Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
11	AFFIDAVIT OF SERVICE A - Miscellaneous Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
12	AFFIDAVIT OF SERVICE A - Miscellaneous Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
13	AFFIDAVIT OF SERVICE A - Miscellaneous Paid \$0 on 6/12/2023	R. Center Filed: 6/12/2023 Received: 6/12/2023	Processed
14	OTHER ACCOUNTING PETITION	C. Tursellino Court User Received: 6/12/2023	Processed

NOTE: Documents open as PDFs [Download Adobe Reader](#)

[Return to Search](#)

Importing Subsequent Documents

NYSCEF has also simplified the process of importing subsequent documents into UCMS.

After reviewing the document on the NYSCEF To Do List, click the green “Process” button.

Next, in UCMS, click on the “Get NYSCEF Documents” button at the bottom of the UCMS page:

AdbCLIENT: NassauTest - [Record: Sur-Create New Filing]

E Filing ID: 512882
 Court Atty: [Dropdown]

FRASVD Old Image File N Confidential N Stop Action N

Parties Attorneys Document VA Assets Cashier Letters Art17Funds Schedule Reports Inquiries Utilities

File Name: Subrecord Tester AKA Attorney of Record-this File# only? N Letters Issued: Current N

File#: 2023-9/A Sub Records Y File Date: 06-12-2023 Judge: [Dropdown]

Filing Type: M Proceeding WRONGFUL DEATH PETITION Estate Value: \$500,000 and Over \$1,250/\$1,000

File Location: [Dropdown] Inventory Info: All PreInv Less than \$10,000

Pet Relates to: [Dropdown] All Inv Filed 00-00-0000 All Inv Value Total Inv. \$45.00

Acting Status: [Dropdown] Require Acctg N

Estate Closed Date: 00-00-0000 Estate Closed N Tracking: [Dropdown] 00-00-0000 Dept: [Dropdown]

Proceeding Disposed: 00-00-0000 Disposition: [Dropdown]

FILE COMMENT: [Text] Will Date: 00-00-0000 Unique File Flag: [Dropdown]

Onbase Date: 00-00-0000 Contested N Contested Date: 00-00-0000

Jurisdiction Complete N Jurisdiction Complete Date: 00-00-0000 Issue Joined N Issue Joined Date: 00-00-0000

Click to Show or Hide the Folder Below OrigFile#: 2023-9 Estate/File/Pet Atty Resource Center

Parties Atty VA Assets Letters Minutes Court Dts Documents Cashier Receipts/Adjust Numbers Art 17 Funds Warnings

Documents - This Proceeding Only Documents - All Related Proceedings Documents - Adjusted Transactions

-Scan-	--Document--	Comments	EFile	OK?	-Qty-	AcctYear	Acct Due	Doc Filed	Signed	Restr	Imp	Cd
Y	WRONGFUL DEATH PETITION		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	CITATION (PROPOSED)		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20

Get NYSCEF Documents ←

Enter the File Date Range of the documents that should be imported. If the date range fields are left blank, UCMS will import all of the documents.

Click "Submit":

If a sub-file was created during the document approval process in NYSCEF, the clerk may import those documents directly into that new sub-file.

TIP: If the documents do not immediately appear in the "Documents" Tab, refresh the page, by selecting another Tab (like Cashier, in the example below) and then selecting the "Documents" tab again:

Scan	Document	Comments	EFile	OK?	Qty	AcctYear	Acct Due	Doc Filed	Signed	Restr	Imp	Ca
Y	WRONGFUL DEATH PETITION		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	CITATION (PROPOSED)		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT OF SERVICE		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT OF SERVICE		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT OF SERVICE		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20
Y	AFFIDAVIT OF SERVICE		Y	Y	1	0	00-00-0000	06-12-2023	00-00-0000	N	N	20




***NEW* Requesting an Additional Payment from the Document List**

The clerk may now Request Additional Payment without the requirement of an item pending on the To Do List.

To request an additional payment on the file, click on the new "Request Payment" link in the File Details Page.

2023-9 - Nassau County Surrogate's Court

Name: **Subrecord Tester**
Type: **Administration**
Created: **06/12/2023 - Resource Center**
E-Filing ID: **512882**
E-Filing Status: **Approved for EF**

 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

On the next page, NYSCEF will display a list of consented parties in the file. Select the consented party to which additional payment is being requested from, then enter the amount due with a comment explaining the reason for the additional payment request.

Click "Process"

Surrogate's Court: Request Additional Payment

File #: 2023-9 Court: Nassau County Surrogate's Court Type: Administration	Name: Subrecord Tester Created: 6/12/2023 12:14 PM - Resource Center E-Filing ID: 512882
--	--

If this proceeding requires an additional payment, an email will be sent to the filer, requesting the additional payment.
NOTE: Any proceeding with a pending "Additional Payment" will not appear on the To Do List until the payment is processed.

Date of Death/Birth: **01/01/2023**
Domicile: **123 TEST ST, MINEOLA, NY, 11501**

Consented Parties

Select	Name/Address	Role	Consented By	
<input type="radio"/>	Subrecord Tester Jr 123 TEST ST MINEOLA, NY, 11501	ADMINISTRATOR	Resource Center (6/12/2023)	Edit/Remove Party
<input checked="" type="radio"/>	Creditor Test 123 TEST ST NEW YORK, NY, 10001	CROSS-PETITIONER	Auth Attorney TEST (6/23/2023)	Edit/Remove Party




Amount Requested
\$


Type

Reason for requesting additional payment

Additional Payments Requested will be listed in the "File Detail" tab:

000000 - Nassau County Surrogate's Court

Name: **Decedent Test**
Type: **Administration**
Created: **05/24/2023 - Resource Center**
E-Filing ID: **512838**
E-Filing Status: **Approved for EF**
 [To Do List](#)  [Request Payment](#)  [Add Comment](#)

File Detail | Documents | Comments | Sub Records  [Edit File](#)

Proceeding Type: **Administration**
Estate Value: **Less than \$10,000**
Assigned Judge:
Record ID: **512838**
Name: **Decedent Test**
Date of Death/Birth: **01/01/2023**
Domicile: **123 TEST ST
MINEOLA, NY, 11501**

Consented Parties

Party Name	Role	Consented By
Petitioner Test 123 TEST ST NEW YORK, NY, 10001	PETITIONER	Resource Center (5/24/2023)

Certificates Requested
No certificates requested

Additional Payments Requested

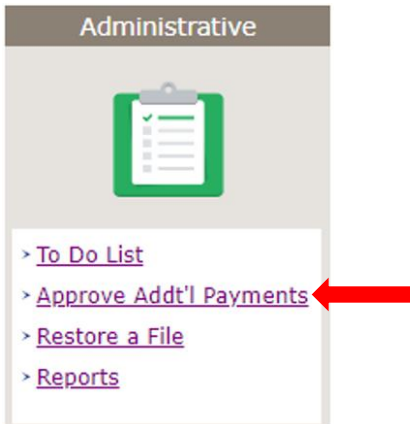
Payment	Date Received/Court Comments	Status
\$30.00 <i>Additional Proceeding Fee</i>	06/06/2023 <i>Increased filing fee based on amount in petition</i>	REQUESTED

Authorized Agents
No authorized agents

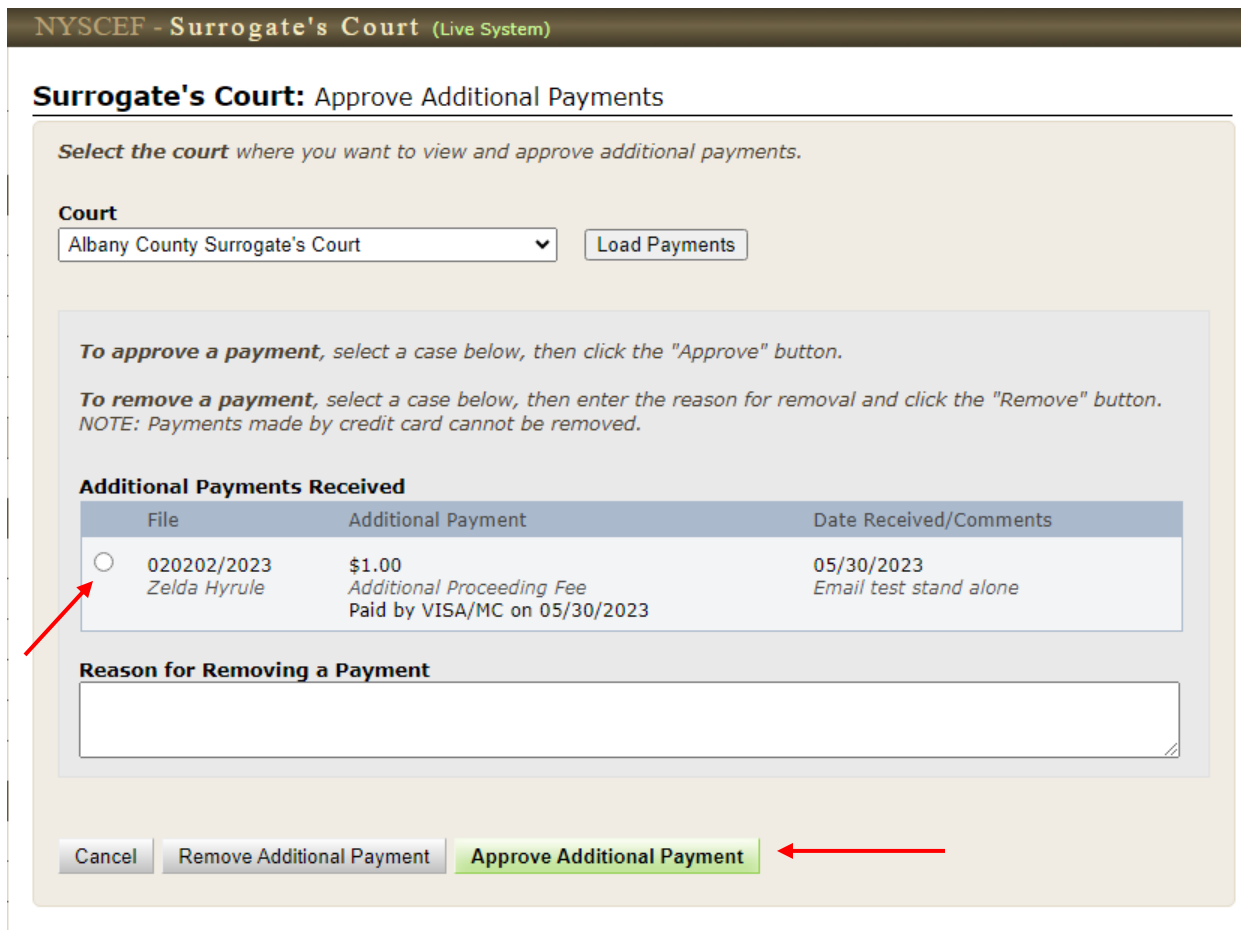
Even though the additional payment information is displayed in the File Detail, in order to cancel/remove that item, the clerk will have to utilize the Additional Payment Report.

Approving Additional Payments

A payment made though NYSCEF's Additional Payment Request will continue to go to the Surrogate Court's To Do List. Additionally, a separate To Do List was created for processing additional payments only. This new To Do List link, called "Approve Addt'l Payments" is found on the Main Menu:

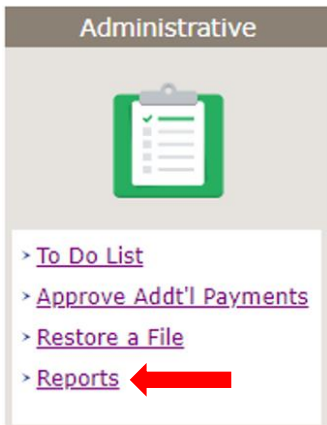


To approve the item, select the button next to the payment and click "Approve Additional Payment."



Reports

To generate a Report, start by clicking “Reports” on the new Main menu:



Next, indicate the Court Group Type, County and Report you wish to generate the report for. NYSCEF will prefill the “Court Group Type” and “Court” for those employees that have NYSCEF access to one Surrogate Court.

NYSCEF - New York State Courts Electronic Filing (Live System)

Reports

Reports will be automatically downloaded as an excel spreadsheet OR opened in a new window. If you have trouble generating a report, check your pop-up blocker settings in your browser. The pop-up blocker must be turned OFF for the reports to run on this page. **NOTE:** 31 day maximum date range.

Court Group Type
Surrogates Court ←

Court
Albany County Surrogate's Court ←

Report Type
Additional Payment Report
Daily Transactions
Daily Transactions - by Fee Amount ←

Additional Payment Report

The look and feel of the Additional Payment Report remains unchanged:

Surrogate's Court: Additional Payment Requests

The following cases have an additional payment required. **To remove a payment request**, select a payment record below, and enter a reason at the bottom of the page. Then click the "Remove Additional Payment Request" button.

Court

Nassau County Surrogate's Court

File	Fee	E-Filing ID/Court Comments
<input type="radio"/> 000000 Decedent Test	\$30.00 on 06/06/2023 Additional Proceeding Fee	512838 Increased filing fee based on amount in petition

An Additional Payment Item may be removed from this report by selecting the item and entering a reason for the removal.

Enter the removal reason.

Click "Remove Additional Payment Request"

Reason for Removal (Enter the reason you are requesting this payment be removed)

Daily Transactions OR Daily Transactions – by Fee Amount

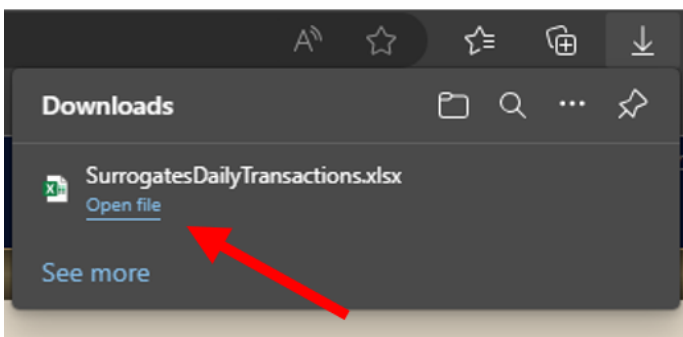
To generate either Daily Transaction Report, start by entering the date range (not to exceed 31 days).

Click "Create Report"

Start Date (mm/dd/yyyy) End Date (mm/dd/yyyy)
06/01/2023 06/15/2023

[Create New Report](#)

Once the report is generated, the web browser will display a pop-up prompt to download the report. For this reason, please ensure pop-up blockers are turned OFF in your web browser settings). Click "Open File"



The Report is generated in a Microsoft Excel Spreadsheet, listing the transactions in the date range that you select (Daily Transaction – By Fee Amount sorts the items in date order with the total fees ascending).

This report is automatically saved in the clerk’s computer’s “Downloads” folder.

	A	B	C	D	E	F	G	H	I	J	K
1	COURT	TXN_DATE	INDEXNUMBER	FEETYPE	FILER	FIRMNAME	MENT	AUTH_CODE	TRANSACTION	AMOUNT	
2	Nassau County Surrogate's Court	05/01/2023		ADMINISTRATION PETITION	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$1,250.00	
3	Nassau County Surrogate's Court	05/01/2023		ATTORNEY CERTIFICATION 207.4(B)	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$0.00	
4	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$0.00	
5	Nassau County Surrogate's Court	05/01/2023		FAMILY TREE	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$0.00	
6	Nassau County Surrogate's Court	05/01/2023		FUNERAL BILL COPY	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$0.00	
7	Nassau County Surrogate's Court	05/01/2023		REQUEST FOR COURT CERTIFIED DOCUMENTS	Matthew Richard Rooney		VISA/MC	024007	010523C1E	\$60.00	
8	Nassau County Surrogate's Court	05/01/2023		AFFIDAVIT OF COMPARISON	Robert W. O'Brien		VISA/MC	09502P	010523C1E	\$0.00	
9	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Robert W. O'Brien		VISA/MC	09502P	010523C1E	\$0.00	
10	Nassau County Surrogate's Court	05/01/2023		PROBATE PETITION	Robert W. O'Brien		VISA/MC	09502P	010523C1E	\$625.00	
11	Nassau County Surrogate's Court	05/01/2023		AFFIDAVIT OF COMPARISON	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
12	Nassau County Surrogate's Court	05/01/2023		ATTORNEY CERTIFICATION 207.4(B)	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
13	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
14	Nassau County Surrogate's Court	05/01/2023		DECREE (PROPOSED)	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
15	Nassau County Surrogate's Court	05/01/2023		NOTICE OF PROBATE WITH AFFIDAVITS OF SE	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
16	Nassau County Surrogate's Court	05/01/2023		PROBATE PETITION	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$75.00	
17	Nassau County Surrogate's Court	05/01/2023		REQUEST FOR COURT CERTIFIED DOCUMENTS	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$18.00	
18	Nassau County Surrogate's Court	05/01/2023		WAIVER(S) AND CONSENT(S)	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
19	Nassau County Surrogate's Court	05/01/2023		WAIVER, RENUNCIATION AND CONSENT	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
20	Nassau County Surrogate's Court	05/01/2023		WILL OF TESTATOR ORIGINAL W/ AFFIDAVIT C	Sheryl Bergstein	MORITTH H	VISA/MC	073322	010523O2I	\$0.00	
21	Nassau County Surrogate's Court	05/01/2023	2021-5202	INVENTORY OF ASSETS - (E-FILE ANY FIREARM	Madelynn Russell Mason		VISA/MC	04132Q	010523C2E	\$0.00	
22	Nassau County Surrogate's Court	05/01/2023	2021-5202	REQUEST FOR COURT CERTIFIED DOCUMENTS	Madelynn Russell Mason		VISA/MC	04132Q	010523C2E	\$12.00	
23	Nassau County Surrogate's Court	05/01/2023	2022-60	REQUEST FOR COURT CERTIFIED DOCUMENTS	Ari Nathan Feldman		VISA/MC	04659G	010523O3I	\$18.00	
24	Nassau County Surrogate's Court	05/01/2023		CORRESPONDENCE	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$0.00	
25	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$0.00	
26	Nassau County Surrogate's Court	05/01/2023		OTHER DOCUMENT	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$0.00	
27	Nassau County Surrogate's Court	05/01/2023		REQUEST FOR COURT CERTIFIED DOCUMENTS	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$108.00	
28	Nassau County Surrogate's Court	05/01/2023		STAPLE AFFIDAVIT	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$0.00	
29	Nassau County Surrogate's Court	05/01/2023		WILL AND CODICILS	Phyllisann Polizzi		VISA/MC	02303D	010523O2I	\$0.00	
30	Nassau County Surrogate's Court	05/01/2023		AFFIDAVIT OF COMPARISON	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
31	Nassau County Surrogate's Court	05/01/2023		CITATION (PROPOSED)	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
32	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
33	Nassau County Surrogate's Court	05/01/2023		NOTICE OF PROBATE WITH AFFIDAVITS OF SEI	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
34	Nassau County Surrogate's Court	05/01/2023		OTHER DOCUMENT	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
35	Nassau County Surrogate's Court	05/01/2023		PROBATE PETITION	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$420.00	
36	Nassau County Surrogate's Court	05/01/2023		REQUEST FOR COURT CERTIFIED DOCUMENTS	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$18.00	
37	Nassau County Surrogate's Court	05/01/2023		WILL OF TESTATOR ORIGINAL W/ AFFIDAVIT C	Thomas Joseph Tyrrell	QUINN &	VISA/MC	07477E	010523C1E	\$0.00	
38	Nassau County Surrogate's Court	05/01/2023		AFFIDAVIT OF COMPARISON	Nelson Ames Vinokur		VISA/MC	06706C	010523O3I	\$0.00	
39	Nassau County Surrogate's Court	05/01/2023		ATTORNEY CERTIFICATION 207.4(B)	Nelson Ames Vinokur		VISA/MC	06706C	010523O3I	\$0.00	
40	Nassau County Surrogate's Court	05/01/2023		DEATH CERTIFICATE	Nelson Ames Vinokur		VISA/MC	06706C	010523O3I	\$0.00	
41	Nassau County Surrogate's Court	05/01/2023		PROBATE PETITION	Nelson Ames Vinokur		VISA/MC	06706C	010523O3I	\$1,250.00	
42	Nassau County Surrogate's Court	05/01/2023		RENUNCIATION OF RIGHT TO SERVE	Nelson Ames Vinokur		VISA/MC	06706C	010523O3I	\$0.00	