

**RICHMOND COUNTY  
NEW YORK STATE COURTS  
ELECTRONIC FILING**

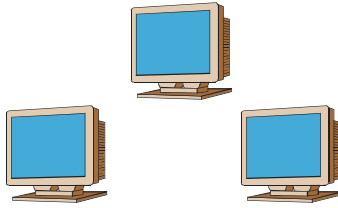


**NYSCEF**

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# NEW YORK STATE COURTS ELECTRONIC FILING Program Highlights



## Legislative Changes:

CPLR Articles 3, 21, 80  
Court Rules 202.5-b, 202.5-bb, 206.5-aa, 207.4-a, 207.4-aa, 208.4-a

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## Basics:

- Web-Based System
    - Access 24/7
    - PDF/A Format
    - No Additional Fees
  - Signatures = ID & Password
    - Service Simplified
    - SS # GBL 399ddd(6)
  - Payment via Credit/Debit Card or at County Clerk/Court of Claims
    - Review by Court Clerk After Transmission
    - Notification of All Filings and Status via E-Mail
    - E-Filing Mandatory in Certain Counties
- 

## Equipment Needed:

- Computer
- Internet Access
- Web Browser
- Adobe Reader/Writer or Similar PDF/A Software
- Scanner

E-Filing Website: [www.nycourts.gov/efile](http://www.nycourts.gov/efile) Resource Center: [efile@nycourts.gov](mailto:efile@nycourts.gov)

## Create Account

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### **If you are an attorney admitted to practice in New York State**

Click the link below to create an Attorney Online Services account, which will allow you to sign into both the NYSCEF and Online Attorney Registration systems.

[Create Attorney Online Services Account](#)

**NOTE:** If you already have an Attorney Online Services account (created for Attorney Registration), you can now [log into NYSCEF](#) using that registration number and password.

### **If you are representing yourself without an attorney**

Click the link below to create an account for a Self Represented person.

[Create NYSCEF Account](#)

### **If you are NOT an attorney admitted to practice in New York State**

Click the link below to create an account for an attorney admitted Pro Hac Vice or an Authorized Agent.

[Create NYSCEF Account](#)

### **SCAR and Tax Certiorari Bulk Filing**

To obtain an account for bulk filings of Tax Certiorari or SCAR proceedings, contact the [NYSCEF Resource Center](#)

#### **NYSCEF Training Site**

NYSCEF has a training system, which mimics the live system. This training system allows you to practice in the NYSCEF application, performing all tasks that are available in the live system. A separate user name and password must be created for this site.

[Create a Training Account](#)

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_**

**STATEMENT OF AUTHORIZATION FOR  
ELECTRONIC FILING  
(Single Attorney Authorizing Individual Filing Agent)**

I, \_\_\_\_\_, Esq., ( Attorney Registration No. \_\_\_\_\_ ) am an authorized user of the New York State Courts Electronic Filing System (“NYSCEF”) (User ID \_\_\_\_\_). I hereby authorize \_\_\_\_\_ (“the filing agent”) to utilize his/her NYSCEF filing agent ID to file documents on my behalf and at my direction in any e-filed matter in which I am counsel of record through the NYSCEF system, as provided in Section 202.5-b of the Uniform Rules for the Trial Courts.

This authorization extends to any consensual matter in which I have previously consented to e-filing, to any mandatory matter in which I have recorded my representation, and to any matter in which I may authorize the filing agent to record my consent or representation in the NYSCEF system.

This authorization extends to any and all documents I generate and submit to the filing agent for filing in any such matter. This authorization, posted once on the NYSCEF website as to each matter in which I am counsel of record, shall be deemed to accompany any document filed in that matter by the filing agent.

This authorization also extends to matters of payment, which the filing agent may make either by debiting an account the filing agent maintains with the County Clerk of any authorized e-filing county or by debiting an account I maintain with the County Clerk of any authorized e-filing county.

This authorization regarding this filing agent shall continue until I revoke it in writing on a prescribed form delivered to the E-Filing Resource Center.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Firm/Department

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Street Address

(6/6/13)

**APPENDIX A**  
**E-FILING MATTERS**  
(commenced on or after October 19, 2016)  
**SUPREME COURT**

Queens	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• contract, tort (except for medical, dental, and podiatric malpractice actions, which are mandatory)</li> <li>• tax certiorari (including RPTL §730 proceedings)</li> <li>• workers' compensation applications for judgment</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• commercial</li> <li>• medical, dental, and podiatric malpractice actions</li> <li>• foreclosure actions (including commercial foreclosures) addressing real property and mechanics liens</li> </ul>	Richmond	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit transactions as defined in CPLR 105(f)</li> <li>• residential foreclosure actions as defined in RPAPL §1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all actions except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– applications to extend mechanics liens</li> </ul> </li> <li>– consumer credit transactions as defined in CPLR 105(f)</li> <li>– residential foreclosure actions as defined in RPAPL §1304</li> </ul>
		Rockland	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• CPLR Art. 70 proceedings</li> <li>• CPLR Art. 78 proceedings</li> <li>• matrimonial matters (See AO/366/13 and Appendix B relating to matrimonial filings.)</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all actions except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul>

\* For cases commenced prior to October 19, 2016, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12; AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, AO/79/16, and AO/151/16; see also, administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 ([www.nycourts.gov/efile](http://www.nycourts.gov/efile)).

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_**

-----X

Plaintiff/Petitioner,

- against -

Index No. \_\_\_\_\_

Defendant/Respondent.

-----X

**NOTICE OF COMMENCEMENT OF ACTION  
SUBJECT TO MANDATORY ELECTRONIC FILING**

PLEASE TAKE NOTICE that the matter captioned above has been commenced as an electronically filed case in the New York State Courts Electronic Filing System (“NYSCEF”) as required by CPLR § 2111 and Uniform Rule § 202.5-bb (mandatory electronic filing). This notice is being served as required by that rule.

NYSCEF is designed for the electronic filing of documents with the County Clerk and the court and for the electronic service of those documents, court documents, and court notices upon counsel and unrepresented litigants who have consented to electronic filing.

Electronic filing offers significant benefits for attorneys and litigants, permitting papers to be filed with the County Clerk and the court and served on other parties simply, conveniently, and quickly. NYSCEF case documents are filed with the County Clerk and the court by filing on the NYSCEF Website, which can be done at any time of the day or night on any day of the week. The documents are served automatically on all consenting e-filers as soon as the document is uploaded to the website, which sends out an immediate email notification of the filing.

The NYSCEF System charges no fees for filing, serving, or viewing the electronic case record, nor does it charge any fees to print any filed documents. Normal filing fees must be paid, but this can be done on-line.

**Parties represented by an attorney:** An attorney representing a party who is served with this notice must either: 1) immediately record his or her representation within the e-filed matter on the NYSCEF site; or 2) file the Notice of Opt-Out form with the clerk of the court where this action is pending. Exemptions from mandatory e-filing are limited to attorneys who certify in good faith that they lack the computer hardware and/or scanner and/or internet connection or that they lack (along with all employees subject to their direction) the operational knowledge to comply with e-filing requirements. [Section 202.5-bb(e)]

**Parties not represented by an attorney: Unrepresented litigants are exempt from e-filing. They can serve and file documents in paper form and must be served with documents in paper form.** However, an unrepresented litigant may participate in e-filing.

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the action was filed or visit [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented). Unrepresented litigants also are encouraged to visit [www.nycourthelp.gov](http://www.nycourthelp.gov) or contact the Help Center in the court where the action was filed. An unrepresented litigant who consents to e-filing may cease participation at any time. However, the other parties may continue to e-file their court documents in the case.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033; e-mail: [efile@nycourts.gov](mailto:efile@nycourts.gov)).

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9/3/15





# NYSCEF - Richmond County Supreme Court

## Confirmation Notice

This is an automated response for Supreme Court / Court of Claims cases. The NYSCEF site has received your electronically filed document(s) for:

**ABC Corporation - v. - John Smith et al**

**071116/2016**

**Assigned Judge: None Recorded**

### Documents Received on 07/12/2016 09:28 AM

Doc #	Document Type	Motion #
2	NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
3	AFFIDAVIT OR AFFIRMATION IN SUPPORT OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	
4	RJI -RE: NOTICE OF MOTION Does not contain an SSN or CPI as defined in 202.5(e) or 206.5(e)	

### Filing User

Name: **One Trainee**  
Phone #: **212-123-4567** E-mail Address: **vschmach@nycourts.gov**  
Fax #: Work Address: **TEST Address**  
**Troy, NY 12180**

### E-mail Notifications

An e-mail notification regarding this filing has been sent to the following address(es) on 07/12/2016 09:28 AM:

**Trainee, One - eftrain@nycourts.gov**  
**Training, Training - eftrain@nycourts.gov**

**NOTE: If submitting a working copy of this filing to the court, you must include as a notification page firmly affixed thereto a copy of this Confirmation Notice.**

**NYSCEF Resource Center - EFile@nycourts.gov**  
**Phone: (646) 386-3033 Fax: (212) 401-9146 Website: www.nycourts.gov/efile**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

Plaintiff/Petitioner,

Index No. \_\_\_\_\_

- against -

Defendant/Respondent.

-----X

**NOTICE OF OPT-OUT FROM PARTICIPATION  
IN ACTION SUBJECT TO MANDATORY ELECTRONIC FILING**

Attorneys or Authorized Representatives

Pursuant to CPLR § 2111(b)(3) and Uniform Rule § 202.5-bb, I hereby opt out of participation in electronic filing in this mandatory e-filed case.

I certify in good faith that I am unable to participate in mandatory electronic filing of documents in this case on behalf of my client, \_\_\_\_\_, because:

[Place your initials in the space(s) provided and check all boxes that apply]

\_\_\_\_\_ I lack:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format

OR

\_\_\_\_\_ I lack the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge.

Dated: \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Firm Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_

\_\_\_\_\_ (Phone)

This form must be signed. All contact information must be provided, including the address at which hard-copy documents in this case should be served.

**This form must be filed with the clerk of the court where the action is pending and served on all parties.**

# NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE

(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

**Plaintiff/Petitioner,**  
- against -

Index No. \_\_\_\_\_

**Defendant/Respondent.**

-----X

When permitted to submit original hard copy documents in e-filed cases, indicate the reason for hard copy submission by checking the relevant box and signing below.

### Non-Participating Counsel

**The attached is a court original unless and until uploaded to NYSCEF.**

[ ] In a **consensual** case, I am authorized to and have served on all other parties a declination of consent to e-filing on behalf of my client, a party to this case.

[ ] In a **mandatory** case, I am exempt from the requirement to e-file because I have filed with the clerk of the court where this action is pending the opt-out form required by the Rules or the court has granted my application upon good cause shown.

### Participating Counsel and Participating Unrepresented Litigants

**Submissions Requiring Subsequent E-Filing (filer is responsible for upload to NYSCEF)**

[ ] I am submitting a proposed order to show cause and supporting papers seeking a TRO, together with the required showing that I or my client will be significantly prejudiced by giving notice. If the court directs service in hard copy only, I shall e-file these documents within 3 business days after service.

[ ] I am filing this document in hard copy under the emergency exception and am submitting the required affirmation/affidavit of explanation. I shall, as required by the Rules, e-file these documents within 3 business days thereafter.

[ ] I am filing this document in hard copy because of a technical failure on the e-filing site as defined in the E-Filing Rules. I shall, as required by the Rules, e-file these documents within 3 business days after restoration of normal operations at the site.

[ ] I am submitting an ex parte application pursuant to statute \_\_\_\_\_. If these documents are served in hard copy only, I shall, as required by the E-Filing Rules, e-file these documents within 3 business days after service.

**Special Applications/Documents (filer may be responsible for upload to NYSCEF)**

[ ] I am applying for an order  sealing /  limiting access to document(s) and I am submitting the application in hard copy form, as permitted by court protocol/procedure.

[ ] I am submitting documents for in camera review.

[ ] I am filing an exhibit that cannot be e-filed (Rule 202.5-b(d)(6)).

Dated: \_\_\_\_\_ (Address)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)

\_\_\_\_\_ (Firm Name) \_\_\_\_\_ (E-Mail)

8/19/15

**NOTICE OF HARD COPY EXHIBIT FILING**

Index Number: \_\_\_\_\_

Pursuant to Uniform Rule § 202.5-b(d)(6), notice is hereby given that the exhibit described below:

[ ] was filed in hard copy only with the County Clerk of \_\_\_\_\_ County under the above referenced Index Number

or

[ ] will be retained by the party set forth below until the conclusion of this action/proceeding, including all appeals, and therefore will not appear in electronic form in the e-docket.

Filing/Retaining Party: \_\_\_\_\_

Brief Description (e.g., map, videotape, etc.) \_\_\_\_\_

and, in either case, has been or will be served in hard copy on all parties in this action, with proof of service filed electronically

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm/Department

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail Address

6/13/12

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

Plaintiff/Petitioner,

Index No. \_\_\_\_\_

- against -

Defendant/Respondent.

-----X

### NOTICE OF INTENT TO CEASE E-FILING IN THIS CASE

To the Parties in this case and the Court:

1. **I do not have an attorney. I am unrepresented.**
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. I understand that the other parties may continue to e-file their court documents in this case, except that such parties **MUST** serve me with those documents in paper form at the following address:

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

2/18/16

Note: This form must be mailed to all other parties in this case and filed, along with proof of service, with the Clerk of the Court.

**Richmond County Supreme Court  
ASSIGNMENT OF TRAINING INDEX NUMBER**

On 10/12/2016, at 9:58:26 AM, the case commenced by the following electronic filing:

Document number: **1**  
Document type: **SUMMONS + COMPLAINT**  
Caption: **Joseph Delury - v. - Allstate Insurance Company**

was assigned the following training index number:

Index Number: **155556/2016**

Date of Filing: **10/12/2016**

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**Filing User Information**

User Name: **One Trainee**  
Phone Number: **212-123-4567**  
Fax Number:  
Email Service Address: [eftrain@nycourts.gov](mailto:eftrain@nycourts.gov)  
Work Address: **TEST Address, Troy, NY, 12180**

**Payment Information**

Amount of payment: **\$210**  
Date of payment: **10/12/2016**  
Payment method: **VISA/MC**  
Authorization code: **000000**  
Payment Comments:

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**E-mail Service Notifications Sent**

Name	Email Address
One Trainee	<a href="mailto:eftrain@nycourts.gov">eftrain@nycourts.gov</a>

Note: Service of initiating documents and the "Notice of Availability Regarding Electronic Filing" (in consensual cases) or the "Notice of Commencement of Mandatory E-Filed Case" (in mandatory cases) must be made in hard copy (unless the party agrees to accept service by electronic means). These forms can be found on the NYSCEF site under the "Forms" menu. The served copies also must bear the assigned Index Number and the date of filing (CPLR 305).

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**Documents Filed**

*(To view a document, click the document type link)*

Doc #	Document Type	Additional Doc Info	Special Instructions	Filed Date
1	<a href="#">SUMMONS + COMPLAINT</a>			
2	<a href="#">EXHIBIT(S)</a>	Copy of Policy		



**Richmond County Supreme Court**  
**DOCUMENT RETURNED FOR CORRECTION**  
**10/12/2016**

**Case Information**

Index #: **155556/2016**  
 Short Caption: **Joseph Delury - v. - Allstate Insurance Company**  
 Assigned Case Judge: **No Judge Assigned**

**Return Reason**

Peter Garganese returned the following document(s) for correction on 10/12/2016 09:59 AM:  
 Reason: **Pages are missing or out of order.**

Doc #	Document Type	Additional Doc Info	Special Instructions	Filed Date
2	<a href="#">EXHIBIT(S)</a>	Copy of Policy		10/12/2016

**Re-file Instructions - DO NOT FILE A NEW DOCUMENT**

**To file a corrected document, go to the Document List for this case and click the "Re-File" link for the document.**

**Filing User Information**

User Name: **One Trainee**  
 Phone Number: **212-123-4567**  
 Fax Number:  
 Email Service Address: [efrain@nycourts.gov](mailto:efrain@nycourts.gov)  
 Work Address: **TEST Address, Troy, NY, 12180**

**E-mail Service Notifications Sent**

Name	Email Address
One Trainee	<a href="mailto:efrain@nycourts.gov">efrain@nycourts.gov</a>

*THIS E-MAIL IS INTENDED ONLY FOR THE USE OF THE NAMED ADDRESSEE(S) AND FOR THE PURPOSES OF TRAINING IN THE NEW YORK STATE COURTS ELECTRONIC FILING SYSTEM. IF YOU ARE NEITHER THE INTENDED RECIPIENT NOR A PERSON DESIGNATED TO RECEIVE MESSAGES ON BEHALF OF THE INTENDED RECIPIENT, PLEASE NOTIFY THE SENDER IMMEDIATELY. THANK YOU.*



# **NEW YORK STATE UNIFIED COURT SYSTEM E-Filing**

## **E-Filing Resource Center**

**Telephone # 646-386-3033**

**FAX # 212-401-9146**

**Email Address: [efile@courts.state.ny.us](mailto:efile@courts.state.ny.us)**

**Address:**

**NY STATE SUPREME COURT  
CIVIL BRANCH**

**ATTN: E-Filing Resource Center  
60 CENTRE STREET – ROOM 119A  
NEW YORK, NY 10007-1474**

**Website:**

**[www.NYCourts.gov/efile](http://www.NYCourts.gov/efile)**

***Jeffrey Carucci  
Director***