Understanding Document Sharing

and

Document Visibility

For NYSCEF

Family Courts

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Understanding Document Sharing

Between

UCMS-Family and NYSCEF

The purpose of this booklet is to demonstrate the new functionality being introduced between the NYSCEF and UCMS-Family, changing the way documents are shared between these two systems.

In the past, when form names were changed in UCMS, the form would not be shared with NYSCEF. If a document is not shared with NYSCEF, the participating parties do not receive notification that this document has been uploaded. As an example, the clerk uploads into UCMS an Order to Show Cause. Rather than selecting "Order to Show Cause" from the list of UCMS Forms, the clerk types in their version of the form name, OSC - rendering the document not shared with NYSCEF and the participating party will not receive notification of this document being uploaded.

Now, ALL DOCUMENTS, are shared from UCMS to NYSCEF and this booklet explains when the UCMS document will be shared to NYSCEF with the UCMS-selected form name, or when the document will be shared with NYSCEF using the new Confidential document name "UCMS MISCELLANEOUS (FC)."

ALL NYSCEF Document Types are shared with UCMS-Family

Documents shared from NYSCEF to UCMS-Family will have the following attributes:

- The form name is in ALL CAPITAL LETTERS
- The Created User in UCMS displays as NYSCEF
- The image of the document has a NYSCEF FILED stamp across the top of the document.

ALL UCMS Forms are shared with NYSCEF

Documents shared from UCMS-Family to NYSCEF will have the following attributes:

- (FC) or (FC)(AMENDED) are added to the end for the form name
- Form names changed in UCMS will display as UCMS MISCELLANEOUS (FC) in NYSCEF
- The image of the document has NO NYSCEF FILED stamp across the top of the document.

How form names are shared with NYSCEF when creating forms from the Forms Generator

Form Names from the Form Generator are SHARED with NYSCEF if there's a check mark in the NYSCEF Column:

Form #	Description	Word	NYSCEF
FC-112-Unexecuted	Affidavit of Service - Unexecuted	✔	˙
FC-103	Assignment of Counsel	✔	✔
FC-101	Order Appointing Attorney for Child	✔	✔
4-24a/5-16a/UIFSA-10	Support, Paternity, UIFSA -Order on Electronic Tes...		✔
GF4	Court-Issued Subpoena		✔
GF30	Summons (Publication)		✔

Form Names from the Form Generator are NOT SHARED with NYSCEF if there's NO CHECK mark in the NYSCEF Column:

Form #	Description	Word	NYSCEF
4-SM-3	Findings of Fact	✔	
GF-30	Summons (Publication)	✔	
LBL-Address-Left-Family	Label - Address - Left Window - Family	✔	
LBL-Address-Zebra-Family	Label - Address - Zebra - Family	✔	
LBL-Address-Center-Family	Label - Address - Center Window - Family	✔	
LBL-Address-DYMO-Family	Label - Address - DYMO - Family	✔	
LBL-Address-Right-Family	Label - Address - Right Window - Family	✔	
LBL-Address-Envelope-Family	Label - Address - Envelope #10 - Family	✔	
FC-116	Mediation Referral Sheet	✔	
FC-110	Family Protection Registry Information Sheet	✔	
FC-107	Official Notation of Service	✔	
GF5d	Affidavit in Support of Entry of Out-Of-State Order ...		
	Order Directing Service - Mental Health - Notice		
	Subpoena Duces Tecum		

IN AN UPCOMING BUILD (anticipated deployment late Summer 2024), Form names from the Form Generator with NO CHECKMARK, will be shared with NYSCEF with the Document name "UCMS MISCELLANEOUS (FC)"

How form names are shared with NYSCEF when creating forms from the Other Forms Section

Form Names from the Other Forms Section are SHARED with NYSCEF by selecting and not changing the form name.

☑ Other Form:	Motion	⌄
Select Form Type	Motion	⌄

Changing a UCMS Other Form name changes the document in NYSCEF to **UCMS MISCELLANEOUS (FC).**

☑ Other Form:	Motion (petitioner's motion to compel)	⌄
Select Form Type	Motion	⌄

The UCMS – MISCELLANEOUS (FC) Document

NYSCEF Document Type that represents any **Form Name that is changed in UCMS**, or a **UCMS Generated Form not designated with a NYSCEF checkmark (IN THE SUMMER 2024 BUILD).**

This document is confidential in NYSCEF and is not visible to the participating parties - Visibility of this document may be changed in NYSCEF by a supervisor.
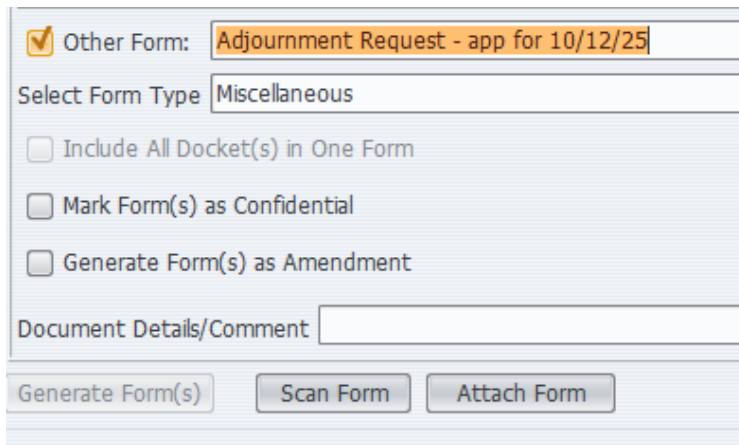
Using the Document Details/Comment Field

☐ Mark Form(s) as Confidential

☐ Generate Form(s) as Amendment

Document Details/Comment [   ]

[Generate Form(s)] [Scan Form] [Attach Form]

[Done] [Cancel]

The above field has been added to UCMS to allow the Family Court Employee to enter additional form information without changing the name of the form selected from the Other Forms Section.
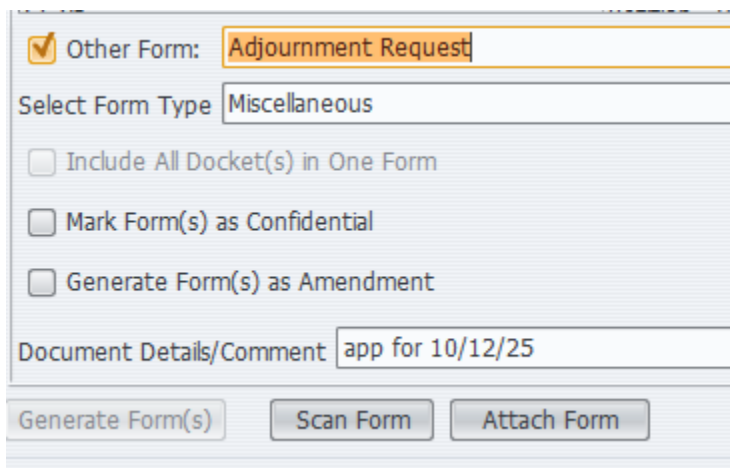
Using this field, rather than adding to the other form name preserves the form name and makes the name of the form sharable with NYSCEF.

In this EXAMPLE below, additional wording was added to the UCMS Other Form Name. The form name will share with NYSCEF with the NYSCEF Document name UCMS – MISCELLABEOUS (FC).

Simply adding the additional descriptive language under the "Document Details/Comment" field, as shown below will create a form that will be shared with NYSCEF correctly:

BEST PRACTICE IN DOCUMENT SHARING

When at all possible – Select a UCMS Form Name to share with NYSCEF without changing the form name, so the form name, and that document's confidentiality settings, are shared with NYSCEF.

When the form name is changed, rendering it not visible in NYSCEF, the visibility of the document must be changed by the Supervisor in NYSCEF - causing more work for the staff and supervisor.
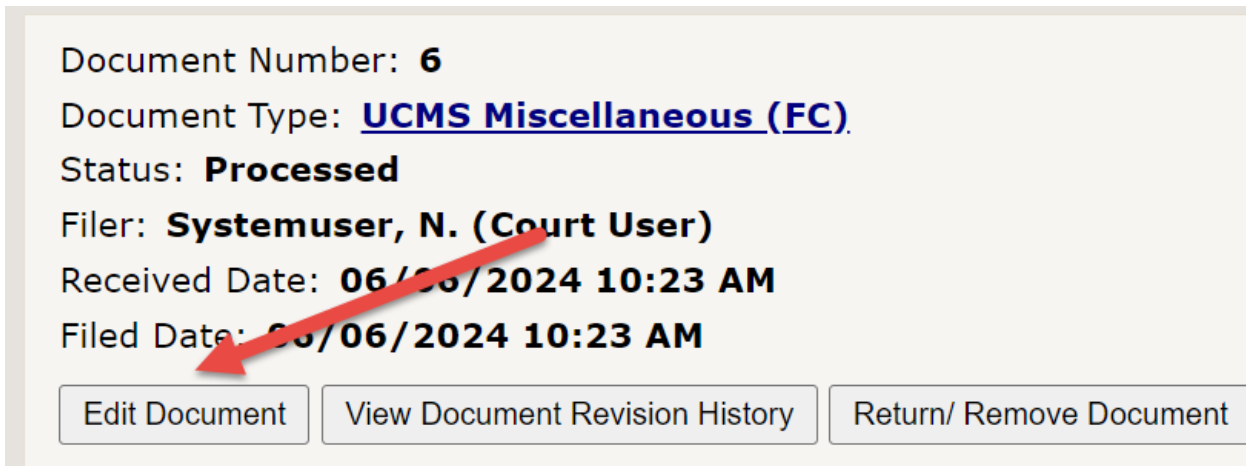
Document Visibility

Documents that are sent from UCMS to NYSCEF, that are not an exact match to a NYSCEF document, will be shared as the document type **"UCMS Miscellaneous (FC)."** These documents will be Confidential, and ONLY visible in NYSCEF to Court employees. If a participating party should have access to that document, the visibility can be changed in NYSCEF by following the steps below.
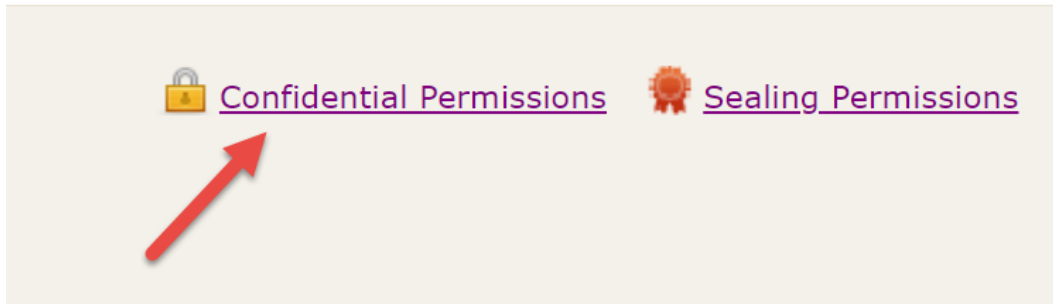
1.) Log into Family Court as a Court employee

2.) Do a Case Search to Retrieve the NYSCEF Document List

3.) Click on the document number link next to the document you would like to make visible.

4.) Click on Edit Document.

5.) Click on Confidential Permissions

6.) This message appears on the top of the Document page, explaining how to permit visibility to one, some or all parties in NYSCEF.

Confidential Permissions

🔒 **This document is confidential.**

Document #6 - UCMS Miscellaneous (FC)
To permit a specific party or multiple parties to view this document, select the party or parties below by clicking the box to the left, then click the "Permit Visibility to Selected Parties" button below. To permit ALL parties to view this document, click the "Permit Visibility to ALL Parties" button below.

Option One:

7.) If you are giving Visibility to an individual party, click the check box next to that party name. If you are giving visibility to multiple parties, click as many check boxes as accurately reflect who you are giving access to.

User Groups

Visible	User Type
☐	**All Parties** - Plaintiffs, Defendants, & Interested Parties (includes current and future parties)
☑	All Plaintiffs/Petitioners
☐	All Defendants/Respondents
☐	All Interested Parties (Attorney for Child)

Plaintiffs/Petitioners

Visible	Attorney	Parties
☐	Center, Resource	Jones, Simon

Defendants/Respondents

Visible	Attorney	Parties
There aren't any defendants/respondents represented in this case		

8.) Type in a comment to reflect why you are giving visibility in the box at the bottom of the page.

Add Comment to Case *
Add a comment about the changes made on this page.

Make comment visibile to: ⊙ Public Comment
○ Internal Comment (Visible to Court Staff ONLY)

9.) Click the Permit Visibility to Selected Parties button.

Set Visibility Permissions

By clicking the button below, this document will only be visible to the parties selected above.

Permit Visibility to Selected Parties

Option 2

If you are giving visibility to ALL parties participating in the case, you will not click the box next to the party names. You will scroll to the bottom of the page and type a comment in the box and click the button "Permit Visibility to All Parties".

Add Comment to Case *
Add a comment about the changes made on this page.

Make comment visibile to: ⊙ Public Comment
○ Internal Comment (Visible to Court Staff ONLY)

Allow Visibility

By clicking the button below, this document will be visible to ALL parties (includes current and future parties)

Permit Visibility to ALL Parties