

NYS Unified Court System, Division of Technology

# Electronic Document Delivery System (EDDS)

Supreme Court – Civil  
User Guide for Document Submitters

May 2020

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## Introduction [\(back to top\)](#)

The Electronic Document Delivery System (EDDS) was developed to ensure access to New York’s courts for approved proceedings during the COVID-19 pandemic. EDDS provides secure and efficient electronic delivery of documents, eliminating the need for physical contact at the courthouse. EDDS serves as a “virtual post office” for attorneys, litigants, court-appointed fiduciaries, and other interested parties to submit documents to the court.

## Benefits of Electronic Document Delivery System (EDDS) [\(back to top\)](#)

1. Provides a secure method to electronically transmit documents
2. Enforces strict controls over document visibility
3. Includes comprehensive built-in virus checking
4. Tracks the sending/receiving of documents for audit purposes
5. Retains all documents in statewide content management system

## Preparing Your Documents for Uploading to EDDS [\(back to top\)](#)

Your PDF document must comply with the following criteria:

- PDF/A
- Text Searchable (OCR)
- 1-inch margins
- Resolution of 200 dots per inch
- Flattened (if multi-layered)
- NOT password-protected or encrypted
- NOT contain any objects
- NOT have long file name

EDDS requires that all submitted documents conform to PDF/A specifications. EDDS will not accept documents that contain open action tags or JavaScript. Documents may not be accepted if the above specifications are not met.

## Service [\(back to top\)](#)

Unlike e-filing, document submission via EDDS does not constitute service of the document upon any other party. If service is required, you must serve by some other electronic means, including email or facsimile, and upload a Proof of Service document (i.e., Affidavit, Affirmation or Acknowledgement) with your submission.

## Filing [\(back to top\)](#)

Unlike e-filing, document submission via EDDS does not constitute filing, but you can request that your document is accepted for filing by checking the *Filing* box on the *Enter Your Information* screen [see How to Submit Documents via EDDS, [Step 3: Enter Your Information](#)]. After reviewing the document, the Court or County Clerk, as applicable, determines if the document meets established filing requirements and is suitable for filing, and you will get an email notifying you of whether your document is accepted for filing or not [see How to Submit Documents via EDDS, [Step 11-A: Email Confirming Acceptance and/or Filing of Documents](#) and [Step 11-B: Email Returning Documents for Correction](#)].

## Authorized Document and Proceeding Types for EDDS Submission [\(back to top\)](#)

EDDS provides a mechanism for parties to electronically submit civil case documents to the Supreme Court only in counties that do not have an existing e-filing program. Parties are required to electronically submit civil case documents to the Supreme Court via NYSCEF when an e-filing program already exists in that county [see Chief Administrative Judge Mark's Administrative Orders 81, 81A and 81B dated March 26, 2020].

1. The following counties do not currently have e-filing programs for Supreme Court civil cases and are authorized for EDDS document submission in approved proceedings:

- Allegany
- Fulton
- Greene
- Hamilton
- Herkimer
- Montgomery
- Orleans
- Schenectady
- Schoharie

Civil document types authorized for EDDS submission may vary from week to week and from one court or judicial district to the next. If you are unsure whether your documents are authorized for submission via EDDS, contact the applicable Court or Judicial District Office to confirm before submitting. To find court contact information, use the Court Locator on the Unified Court System's public webpage at:

<http://www.nycourts.gov/courts/index.shtml>, choose the county and court type from the drop-down menus, and then click the *Find the Court* button.



The screenshot displays the NYCOURTS.GOV website interface. At the top, there is a navigation menu with links: MAIN MENU >, HOME, THE COURTS, E-COURTS, REPRESENTING YOURSELF, THE LAW, JURORS, JUDGES, LEGAL PROFESSION, and TOPICS A to Z. A search bar labeled 'SEARCH NYCourts.gov' is located in the top right corner. The main header features the 'NYCOURTS.GOV' logo and the text 'NEW YORK STATE UNIFIED COURT SYSTEM'. Below this is a green banner with the text 'THE COURTS'. The main content area is divided into four columns:

- COURT LOCATOR:** Contains two dropdown menus: 'Choose County' and 'Choose Court Type', both circled in red. Below them is a 'Find the Court' button, which is highlighted by a large green arrow pointing from the left.
- NEW YORK CITY COURTS:** Lists 'Supreme Civil & Criminal' and 'Civil Court' with sub-categories: 'Housing Court', 'Small Claims', 'Criminal Court', 'Family Court', and 'Surrogate's Court'.
- COURTS OUTSIDE NEW YORK CITY:** Lists 'Supreme Court', 'County Court', 'City Court', 'District Court', 'Family Court', 'Surrogate's Court', and 'Town & Village Courts'.
- GENERAL INFORMATION:** Lists various resources including 'Overview of the Courts', 'Structure of the Courts', 'History of the Courts', 'Accessibility (ADA)', 'Children's Centers', 'Court Interpreting', 'Court Terms & Holidays', 'Freedom of Information Law', 'Forms & Fees', 'Law Libraries', 'Rules', and 'Transcripts'.

At the bottom of the page, there is a footer with the text: 'Web page updated: March 12, 2020 | Copyright | Privacy Policy | Accessibility | Contact Us'. A 'Receive Text Messages about Court Closings & Other Advisories' button is also visible in the bottom left of the main content area.

2. The following counties have existing e-filing programs for Supreme Court civil cases and are not authorized for EDDS document submission in any proceeding types:

- Albany
- Bronx
- Broome
- Cattaraugus
- Cayuga
- Chautauqua
- Chemung
- Chenango
- Clinton
- Columbia
- Cortland
- Delaware
- Dutchess
- Erie
- Essex
- Franklin
- Genesee
- Jefferson
- Kings
- Lewis
- Livingston
- Madison
- Monroe
- Nassau
- New York
- Niagara
- Oneida
- Onondaga
- Ontario
- Orange
- Oswego
- Otsego
- Putnam
- Queens
- Rensselaer
- Richmond
- Rockland
- Saratoga
- Schuyler
- Seneca
- St. Lawrence
- Steuben
- Suffolk
- Sullivan,
- Tioga
- Tompkins
- Ulster
- Warren
- Washington
- Wayne
- Westchester
- Wyoming
- Yates

However, if all parties have not yet consented to e-filing, a [Stipulation and Consent to E-Filing Form](#) may be electronically submitted via EDDS in these counties to convert a case from paper filing to e-filing [see How to Submit Documents via EDDS, [Step 6-B: Attach PDF Documents for Uploading \(e-filing counties\)](#)]. Parties will receive an email notification once the case is converted and is available in NYSCEF for e-filing.

For questions or assistance with e-filing, please contact the [NYSCEF Resource Center](#).

## How to Submit Documents via EDDS

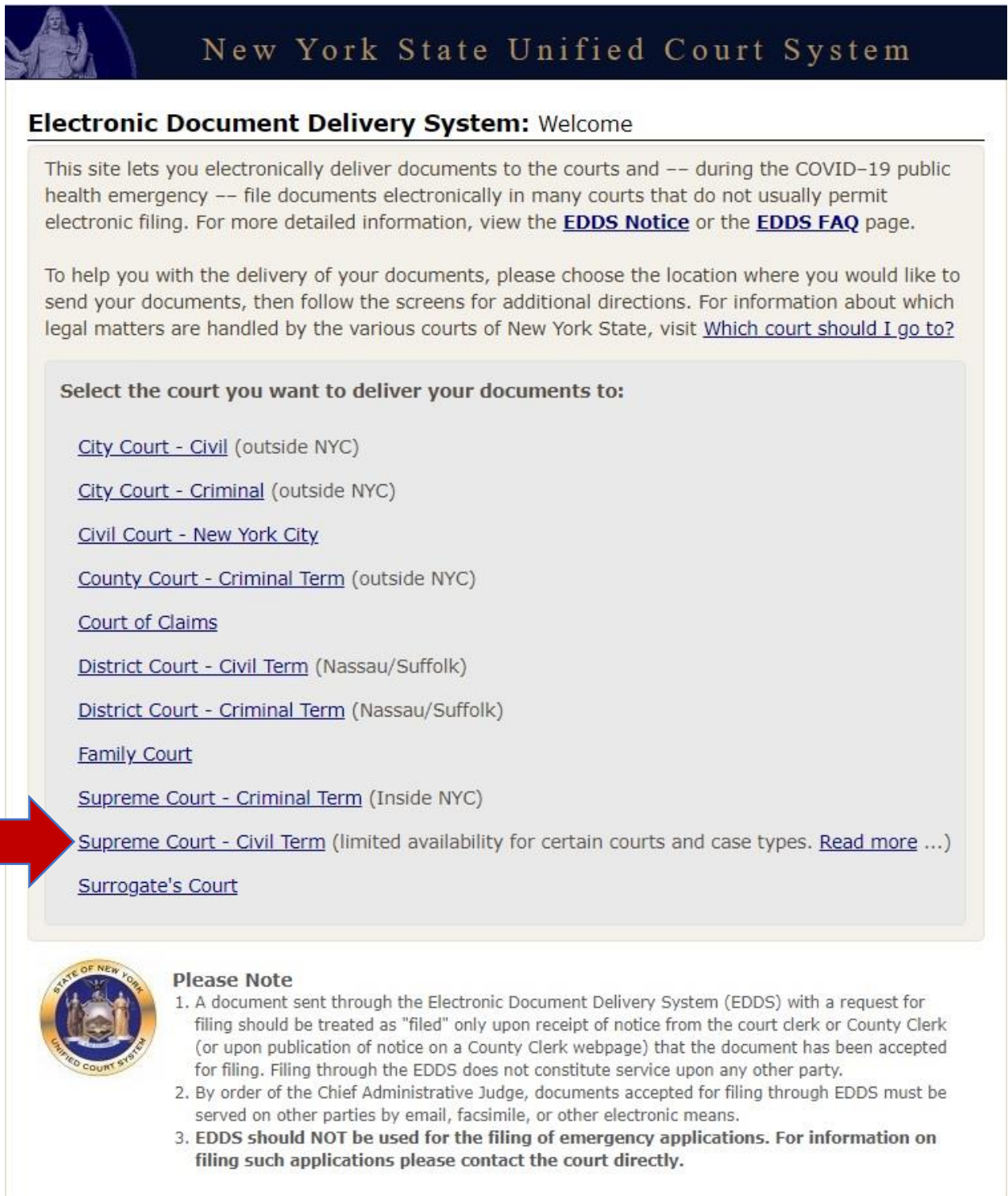
The following step-by-step instructions are to guide document submitters in Supreme Court civil cases (i.e., attorneys, litigants, court-appointed fiduciaries, etc.) on how to electronically submit documents via EDDS.

**Step 1: Welcome**     ([back to top](#))

Go to the Electronic Document Delivery System webpage at:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

and click the *Supreme Court – Civil Term* link to enter the site.



**New York State Unified Court System**


### Electronic Document Delivery System: Welcome

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#) or the [EDDS FAQ](#) page.

To help you with the delivery of your documents, please choose the location where you would like to send your documents, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)

**Select the court you want to deliver your documents to:**

- [City Court - Civil](#) (outside NYC)
- [City Court - Criminal](#) (outside NYC)
- [Civil Court - New York City](#)
- [County Court - Criminal Term](#) (outside NYC)
- [Court of Claims](#)
- [District Court - Civil Term](#) (Nassau/Suffolk)
- [District Court - Criminal Term](#) (Nassau/Suffolk)
- [Family Court](#)
- [Supreme Court - Criminal Term](#) (Inside NYC)
- [Supreme Court - Civil Term](#) (limited availability for certain courts and case types. [Read more ...](#))
- [Surrogate's Court](#)




**Please Note**

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**



**Step 2: Getting Started**    ([back to top](#))

After reading the instructions, click the *Next* button to begin your submission.



## New York State Unified Court System

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### Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- to file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#). Otherwise, follow the instructions below and click Next to continue.

#### Step 1: Getting the Documents Ready

EDDS does not create or fill out court papers, like a Petition or Motion. If you have not created or filled out your court papers and need information or forms:


- Visit the [CourtHelp](#) website to see if there is a [DIY \(Do-It-Yourself\) Form](#) available for your case
- Find a court form from the [Forms](#) website
- [Find a lawyer](#) for help

IMPORTANT: The documents must be saved as a PDF file to use this system.


#### Step 2: Delivering the Document

In the screens that follow, you will be asked to:

1. Enter your contact information. The court will use this to contact you and is not shared with anyone else.
2. Check the box if you are requesting that the documents be filed by the court clerk.
3. Select the court you want to deliver your documents to.
4. Pick the kind of case your documents are for.
5. Upload the document you are sending. You can upload more than one PDF document.
6. Electronically deliver the documents to court.

[Next](#) 

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#### Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

**Step 3: Enter Your Information**    [\(back to top\)](#)

Enter your name and contact information, case information, and briefly explain why you are submitting the document(s). You must complete all fields marked with an asterisk (\*). You can enter "Not Applicable" in the *Case Number* field if a case number has not been assigned yet. Check the *Filing* box if you want the document(s) filed by the County Clerk. Click the *Next* button to continue.



**Electronic Document Delivery System: Enter Your Information**

Court Type: **Supreme Court Civil Term**

Please enter your contact information below. This information will not be shared with the general public. A confirmation email will be sent to the email address you enter. \* Required fields

First Name *	Middle Name	Last Name *
<input type="text" value="William"/>	<input type="text"/>	<input type="text" value="Test"/>
Organization/Agency/Firm Name *		- OR - <input checked="" type="checkbox"/> I do not have a lawyer
<input type="text"/>		
Phone Number (enter as 123-456-7890) *		
<input type="text" value="123-456-7890"/>		
Email Address *		
<input type="text" value="wtest@mail.com"/>		
Party You Are Representing (enter your name if you don't have a lawyer) *		
<input type="text" value="William Test"/>		
Party Role (e.g., petitioner, plaintiff, respondent, etc.) *		
<input type="text" value="Plaintiff"/>		
Case Number *		
<input type="text" value="1234/2020"/>		
Case Title *		
<input type="text" value="William Test -against- XYZ Corporation and Jane Doe"/>		
Motion Number (if applicable)		
<input type="text" value="1"/>		
Reason for sending documents *		
<small>(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")</small>		
<input type="text" value="This is a test."/>		

**FILING:** I request that the document(s) I am sending be filed by the court or County Clerk

Cancel

Next





**Step 4: Select a Court** ([back to top](#))

Scroll through the list and select the county where you want to submit your document(s). Click the *Next* button to continue.

NOTE: The county you select will determine what case types are available on the next screen.



**New York State Unified Court System**

**Electronic Document Delivery System: Select a Court**

Select the court from the list below, then click Next.

**Court** (scroll if you don't see your court)

- Albany County Supreme Court (EDDS)
- Allegany County Supreme Court (EDDS)**
- Bronx County Supreme Court (EDDS)
- Broome County Supreme Court (EDDS)
- Cattaraugus County Supreme Court (EDDS)
- Cayuga County Supreme Court (EDDS)

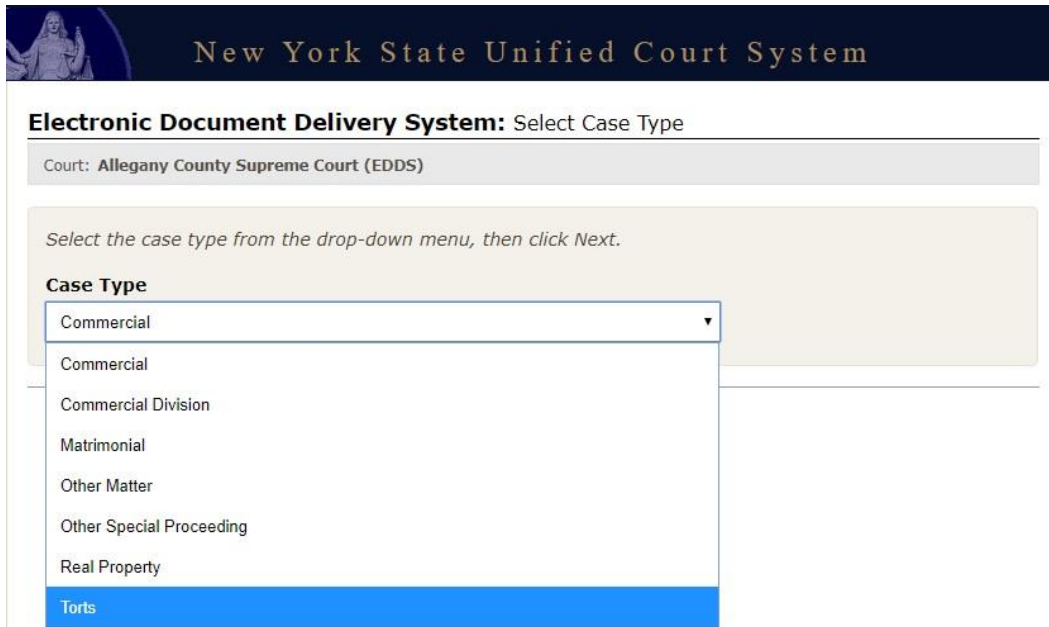
Cancel Next

**Step 5: Select Case Type**     [\(back to top\)](#)

Select the case type from the drop-down list. Click the *Next* button to continue.

NOTE: The county you selected in *Step 4* determines what case types are available.

- If you selected a county that does not currently have an e-filing program [see section 1 of [Authorized Document and Proceeding Types for EDDS Submission](#)], all case types are available, and the drop-down menu displays as follows:



**New York State Unified Court System**

**Electronic Document Delivery System: Select Case Type**

Court: **Allegany County Supreme Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

**Case Type**

- Commercial
- Commercial Division
- Matrimonial
- Other Matter
- Other Special Proceeding
- Real Property
- Torts**

- If you selected a county that has an existing e-filing program [see section 2 of [Authorized Document and Proceeding Types for EDDS Submission](#)], only Stipulation and Consent to E-filing is available, and the drop-down menu displays as follows:



**New York State Unified Court System**

**Electronic Document Delivery System: Select Case Type**

Court: **Monroe County Supreme Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

**Case Type**

- Stipulation and Consent to E-Filing

Cancel    Next

**Step 6-A: Attach PDF Documents for Uploading (non-e-filing counties)** [\(back to top\)](#)

For counties that do not currently have an e-filing program [see section 1 of [Authorized Document and Proceeding Types for EDDS Submission](#)], select the *Document Type* you are submitting from the drop-down list and click the *Choose File* button to upload your PDF file. If you have more than five documents to submit, click the *Add More Documents* button. Click the *Next* button to continue.

**New York State Unified Court System**

**Electronic Document Delivery System: Attach PDF Documents for Uploading**

Court: **Allegany County Supreme Court (EDDS)**  
Case Type: **Torts**

Select a document type from the drop-down menu and attach your PDFs. \* Required fields

**Main Document**

Document Type \*  
RJI -RE: NOTICE OF MOTION-

Attach your PDF (Max size 100 MB) \*  
Choose File RJI.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Document 2**

Document Type  
NOTICE OF MOTION-

Attach your PDF (Max size 100 MB)  
Choose File Notice of Motion.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Document 3**

Document Type  
AFFIDAVIT OR AFFIRMATION IN SUPPORT-

Attach your PDF (Max size 100 MB)  
Choose File Affidavit in ... of Motion.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Document 4**

Document Type  
PROOF OF SERVICE-

Attach your PDF (Max size 100 MB)  
Choose File Affidavit of Service.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Document 5**

Document Type  
NO FEE AUTHORIZATION (LETTER/ORDER/AFFIRMATION)

Attach your PDF (Max size 100 MB)  
Choose File No Fee Auth...n Order.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Add More Documents**

**Cancel** **Next**

**Step 6-B: Attach PDF Documents for Uploading (e-filing counties)** [\(back to top\)](#)

For counties that have an existing e-filing program [see section 2 of [Authorized Document and Proceeding Types for EDDS Submission](#)], the only document type available is Stipulation and Consent to E-filing. Click the *Choose File* button to upload your PDF file. Click the *Next* button to continue.

**New York State Unified Court System**

**Electronic Document Delivery System: Attach PDF Documents for Uploading**

Court: **Monroe County Supreme Court (EDDS)**  
Case Type: **Stipulation and Consent to E-Filing**

Select a document type from the drop-down menu and attach your PDFs. \* Required fields

**Main Document**

Document Type \*  
STIPULATION AND CONSENT TO E-FILING

Attach your PDF (Max size 100 MB) \*  
Choose File Stipulation ...ing-TEST.pdf

Exhibit Number/Letter (if applicable)

Document Description

**Document 5**

Document Type

Attach your PDF (Max size 100 MB)  
Choose File No file chosen

Exhibit Number/Letter (if applicable)

Document Description

Add More Documents

Cancel Next

**Step 7: Enter Payment Information** [\(back to top\)](#)

Fees for the documents you are submitting are listed.

NOTE: If there are no fees associated with your submission, skip to *Step 8*.

- To pay the fees, select *Credit Card* and enter your credit card information.
- If the fees are already paid, select *Fee Already Paid* and enter the *Document ID* from the original transaction.
- If the fees are waived, select *No Fee* and make certain you have uploaded the required No Fee Authorization letter/order/affirmation. If you have not uploaded your No Fee Authorization document, click your web browser's back button and return to *Step 6-A* to add the document.

Click the *Next* button to continue.

**New York State Unified Court System**

**Electronic Document Delivery System: Enter Payment Information**

Court: **Allegany County Supreme Court (EDDS)**  
Case Type: **Torts**

**Documents Ready for Filing**  
To view a document, click the *Document Type* link

Document	Fee
<a href="#">RJI -RE: NOTICE OF MOTION-</a>	\$95.00
<a href="#">NOTICE OF MOTION-</a>	\$45.00
<a href="#">AFFIDAVIT OR AFFIRMATION IN SUPPORT-</a>	\$0.00
<a href="#">PROOF OF SERVICE-</a>	\$0.00
<a href="#">NO FEE AUTHORIZATION (LETTER/ORDER/AFFIRMATION)</a>	\$0.00
<i>Index Fee</i>	<i>+\$0.00</i>
<b>Total Fees</b>	<b>\$140.00</b>

**Payment Information**  
Select your method of payment. (\* Required fields apply only for the option that is selected)

**Credit Card**

We accept VISA and MasterCard

Card Number \*  Expiration Date \*  /

First Name \*  Last Name \*  Security Code \*

Billing Street Address \*  Billing Zip Code \*   This is a foreign address

*For information on how we process credit card transactions, view our [Credit Card Processing](#) page.*

**Fee Already Paid** (Documents were returned for correction)

**Re-submitting previously paid documents**  
Please enter Document(s) ID from the original transaction. The fee amount of this transaction MUST match the original fee paid.

Document(s) ID \*

**No Fee:** I have uploaded a "No Fee Authorization" letter (\* Required)


**Comments Regarding this Payment**

Comments



**Step 8: Review Your Information** ([back to top](#))

Review the information you entered. Click the *Change My Information* link to correct your contact information. Click the *Cancel* button and start over to change any other information. Click the *Send Documents* button to finish the submission.



## New York State Unified Court System

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### Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

- To change your contact information, click the "Change My Information" link below
- To change the court, case type, or documents, you MUST click cancel and start over

Court: **Allegany County Supreme Court (EDDS)**  
Case Type: **Torts**  
**Document(s) ID: 3VI6ZY**

#### Your Information

Name: **William Test**  
Email Address: **wtest@mail.com**  
Phone: **123-456-7890**  
Represented Party: **William Test**  
Party Role: **Plaintiff**  
Case Number: **1234/2020**  
Case Title: **William Test -against- XYZ Corporation and Jane Doe**  
Motion Number: **1**  
Reason for sending documents: **This is a test.**  
Filing: **I would like my document(s) to be filed**  
Representation: **I do not have a lawyer**

[Change My Information](#)


#### Documents Ready to be Sent

To view a document, click the **Document Type** link

Document	Fee
<a href="#">RJI -RE: NOTICE OF MOTION-</a>	\$95.00
<a href="#">NOTICE OF MOTION-</a>	\$45.00
<a href="#">AFFIDAVIT OR AFFIRMATION IN SUPPORT-</a>	\$0.00
<a href="#">PROOF OF SERVICE-</a>	\$0.00
<a href="#">NO FEE AUTHORIZATION (LETTER/ORDER/AFFIRMATION)</a>	+ \$0.00
<b>Total Fees</b>	<b>\$140.00</b>

**If all your information is correct, click the button below to send the documents listed above.**

CancelSend Documents



#### Please Note

- A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as filed only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
- By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
- EDDS should **NOT** be used for the filing of emergency applications. For information on filing such applications please contact the court directly.



**Step 9: Thank You**     [\(back to top\)](#)

Click the *Print* button to print this screen. You can also click the *Send Another Document* button to begin a new submission.

NOTE: You may need to reference your *Document ID* in future communications with the court. It is strongly recommended that you print this screen by clicking the *Print* button and/or make a note of your *Document ID* before exiting the screen.



## Thank You

Your documents have been sent to the court you selected. You will receive an e-mail notification when your documents have been received. Please use the document(s) id below when referencing this submission.

Court: **Monroe County Supreme Court (EDDS)**  
Case Type: **Stipulation and Consent to E-Filing**  
**Document(s) ID: C3GFP8**

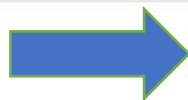


### Information Received

Name: **William Test**  
Organization/Agency/Firm Name: **Test Law Firm, LLC**  
Email Address: **wtest@mail.com**  
Phone: **123-456-7890**  
Represented Party: **John Doe**  
Party Role: **Plaintiff**  
Case Number: **1234/2020**  
Case Title: **John Doe -against- XYZ Corporation and Jane Jones**  
Motion Number: **1**  
Reason for sending documents: **This is a test.**  
Filing: **I would like my document(s) to be filed**

### Documents Sent

Document
STIPULATION AND CONSENT TO E-FILING



Print

Send Another Document



**Step 10: Automated Receipt Confirmation Email** ([back to top](#))

Once you have successfully submitted your documents, you will get an automated email confirming receipt by the court.

After reviewing your submission, the court may either accept your documents [see [Step 11-A: Email Confirming Acceptance and/or Filing of Documents](#)] or return them for correction if a problem is identified [see [Step 11-B: Email Returning Documents for Correction](#)]. If you checked the *Filing* box on the *Enter Your Information* screen [see [Step 3: Enter Your Information](#)], the court will also determine if your submission meets established filing requirements and will process your documents for filing if appropriate.



**Monroe County Supreme Court (EDDS)**  
**Notification of Receipt**  
**05/13/2020**

On 05/13/2020, the EDDS System received the documents listed below from submitter William Test, [wtest@mail.com](mailto:wtest@mail.com). Please keep this notice for your records.

**Sender Information**

---

**Document(s) ID: QXB8Q2**

Case Number: 1234/2020

Case Title: John Doe -against- XYZ Corporation and Jane Jones

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: Test Law Firm, LLC

Represented Party: John Doe

Party Role: Plaintiff

Phone Number: 123-456-7890

Email Address: [wtest@mail.com](mailto:wtest@mail.com)

Note: This is a test.

**Documents Received**

---

Document	Received Date
STIPULATION AND CONSENT TO E-FILING	05/13/2020

**Receiver Contact Information**

---

Receiver Name: Monroe County Supreme Court (EDDS)

Receiver Address:

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

*NOTE: The sending and/or receipt of any documents through the courts Electronic Document Delivery System (EDDS) does not constitute service upon any other party, nor does it constitute filing of those documents with the court or County Clerk.*

**Step 11-A: Email Confirming Acceptance and/or Filing of Documents** ([back to top](#))

If your documents are accepted by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 10: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.



**Monroe County Supreme Court (EDDS)**

Comment Added to Case

05/13/2020

**Comment from Court User – John Q Clerk**

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Documents are accepted for filing. Conference is scheduled for 5/15/20 at 10:00AM via Skype for Business.

Skype for Business link: <https://meet.lync.com/nycourts/lohqclerk/1abc2xyz>

**Sender Information**

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**Document(s) ID: QXB8Q2**

Case Number: 1234/2020

Case Title: John Doe -against- XYZ Corporation and Jane Jones

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: Test Law Firm, LLC

Represented Party: John Doe

Party Role: Plaintiff

Phone Number: 123-456-7890

Email Address: [wtest@nycourts.gov](mailto:wtest@nycourts.gov)

Note: This is a test.

**Document Information**

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Document Type: STIPULATION AND CONSENT TO E-FILING

Filed Date: 05/13/2020

**Receiver Contact Information**

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Receiver Name: Monroe County Supreme Court (EDDS)

Receiver Address:

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

*NOTE: The sending and/or receipt of any documents through the courts Electronic Document Delivery System (EDDS) does not constitute service upon any other party, nor does it constitute filing of those documents with the court or County Clerk.*

**Step 11-B: Email Returning Documents for Correction**     [\(back to top\)](#)

If your documents are returned for correction by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 10: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.



**Monroe County Supreme Court (EDDS)**  
**DOCUMENT RETURNED FOR CORRECTION**  
**05/13/2020**

Regarding Document(s) ID QXB8Q2, the court has **not accepted the document(s)** you sent for the following reason:  
The Stipulation and Consent to E-filing is not signed by defendant Jane Doe.  
Have Jane Doe sign the stipulation and resubmit.

**If instructed to resend a new document, you must start the process from the beginning.**

**IMPORTANT:** If you are re-sending a document that you have already paid for, you must choose the "Fee Previously Paid" option and include the original Document(s) ID that was sent to you with the original submission or you may be charged again.

**Sender Information**

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**Document(s) ID: QXB8Q2**

Case Number: 1234/2020

Case Title: John Doe -against- XYZ Corporation and Jane Jones

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: Test Law Firm, LLC

Represented Party: John Doe

Party Role: Plaintiff

Phone Number: 123-456-7890

Email Address: [wtest@nycourts.gov](mailto:wtest@nycourts.gov)

Note: This is a test.

**Documents Returned on 05/13/2020 09:33 AM**

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Document	Received Date
STIPULATION AND CONSENT TO E-FILING	05/13/2020

**Receiver Contact Information**

---

Receiver Name: Monroe County Supreme Court (EDDS)

Receiver Address:

Receiver Email Address: [edds@nycourts.gov](mailto:edds@nycourts.gov)

**Note - this email address is for correspondence only - No documents will be accepted through this email address.**

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