

SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION : DEPARTMENT  
-----X

- against -

Appellate Division  
Case/Docket No.

Originating Court  
No.

-----X  
**NOTIFICATION OF CASE NUMBER AND OTHER INFORMATION  
IN E-FILED APPEAL OR TRANSFERRED PROCEEDING  
(22 NYCRR 1245.3[b])**

PLEASE TAKE NOTICE that a petitioner or appellant in this matter has notified the Court that this case is designated for electronic filing pursuant to the rules of the Appellate Division.

The case/docket number for this

- appeal
- transferred proceeding

is .

**Parties represented by an attorney.** Within twenty (20) days of service of this notification, counsel to all other parties in this matter shall, as required by 22 NYCRR 1245.3(d):

(a) (i) register or confirm registration as authorized e-filing users with the New York State Court Electronic Filing system (NYSCEF); and

(ii) enter electronically in NYSCEF such contact information and additional information as the court may require;

or

(b) if an attorney exempt from e-filing, serve upon all parties and file with the court by hard copy service method, an attorney exemption certification.

**Parties not represented by an attorney.** Unrepresented litigants are exempt from e-filing, but may voluntarily participate in e-filing in this matter by:

(a) registering as an authorized e-filing user in this matter with the NYSCEF site and entering case and contact information about the particular cause; and

(b) recording his or her consent electronically in the manner provided at the NYSCEF

site; and

(c) serving and filing documents by electronic means as provided under these rules.

Note: An unrepresented litigant who has consented to participate voluntarily in e-filing in this matter may withdraw such consent at any time by filing and serving on all parties a notice of intent to cease e-filing (AD-EF-06).

**Important: Under 22 NYCRR 1245.5(c), upon the expiration of the 20-day registration and notice period, any party (other than persons exempt from e-filing) who fails to meet his or her obligation to register and enter information will be deemed served with any document electronically filed in this matter.**

For information on how to participate in e-filing, unrepresented litigants should contact the appropriate clerk in the court where the matter 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).

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: \_\_\_\_\_

Name

Firm Name

Address

Phone

E-Mail

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