

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. Unrepresented litigants also are encouraged to visit www.nycourthelp.gov.

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

Dated: _____

Name

Firm Name

Address

Phone

E-Mail

To: _____

