

CITY COURT OF
COUNTY OF

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

**NOTICE OF CONVERSION TO
ELECTRONIC FILING
(Converted Action to E-Filing)
(Uniform Rule § 202.5-b(b)(2)(iv)
and 208.4-a(b) and 210.4(a))**

You have received this Notice because:

- 1) The undersigned has made a letter application request pursuant to Uniform Rule § 202.5-b(b)(2)(iv) and 208.4-a(b) and 210.4(a), to have this matter converted to electronic form using the New York State Courts E-filing system ("NYSCEF").
- 2) The application has been approved.
- 3) The matter has been converted, and
- 4) You are a party in this case.

• If you are represented by an attorney:

Give this Notice to your attorney. (Attorneys: see Information for Attorneys pg. 2).

• If you are not represented by an attorney:

You will be served with all documents in paper and you must serve and file your documents in paper, unless you choose to participate in e-filing.

If you choose to participate in e-filing, you must have access to a computer and a scanner or other device to convert documents into electronic format, a connection to the internet, and an e-mail address to receive service of documents.

The **benefits of participating in e-filing** include:

- serving and filing your documents electronically
- free access to view and print your e-filed documents
- limiting your number of trips to the courthouse
- paying any court fees on-line (credit card needed)

To register for e-filing or for more information about how e-filing works:

- visit: www.nycourts.gov/efile-unrepresented, or
- contact the Clerk's Office or Help Center at the court where the case was filed. Court contact information can be found at www.nycourts.gov

To find legal information to help you represent yourself visit www.nycourthelp.gov.

Information for Attorneys:

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 www.nycourts.gov/efile; or
- 2) if exempt from e-filing, file and serve appropriate notice as required by NYSCEF court rules.

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: _____

_____	Signature	_____	E-Mail
_____	Print Name	_____	Address
_____	Firm Name	_____	Phone

To: _____

