

CITY COURT OF _____
COUNTY OF _____

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Plaintiff(s)/Petitioner(s)

Index No. _____

- against -

Defendant(s)/Respondent(s).

Letter Application to Convert
Pending Action to E-Filing

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I, _____, a party in this matter, counsel in good standing representing a party in this matter, and/or counsel admitted pro hac vice, hereby respectfully request that the Court authorize the use of the New York State Courts Electronic Filing System ("NYSCEF") in this case and direct the Chief Clerk of the City Court to convert this matter to electronic form pursuant to 202.5-b(b)(2)(iv) and 208.4-a(b) and 210.4(a) of the Uniform Rules of the Trial Courts.

Pursuant to 202.5-b(b)(2)(iv) and 208.4-a(b) and 210.4(a), I have attached proof of service of this letter application to all parties. Upon receipt of notification of the conversion of this matter to electronic form by the Chief Clerk of the City Court, I will serve all parties with a notice of conversion to e-filing form and will file proof of that service via NYSCEF.

Dated: _____

Attorney [☐] Attorney Admitted Pro Hac Vice [☐] Party (unrepresented) [☐]

Signature: _____ Print Name: _____

Attorney Representing - (Identify Party): _____

Firm Name: _____ Address: _____

E-mail: _____ Phone#: _____

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FOR COURT USE:

[☐] application is **APPROVED**; and the Chief Clerk is directed to convert this matter to electronic form.

[☐] application is **NOT APPROVED**.

Dated: _____

Hon.