

RETAINER AND CLOSING (R&C) E-FILE

Effective June 8, 2020, amendments to the Appellate Division, 1st and 2nd Departments Retainer and Closing rules (22 NYCRR 603.25 & 691.20) will require the electronic filing of R&C Statements with the Office of Court Administration (OCA).

A new OCA R&C E-filing system is scheduled for release on June 8, 2020 to permit attorneys with Online Services Accounts to securely file individual R&C forms. The system will assign an OCA Statement number and provide proof of filing. Access to the system can be found here: <https://iapps.courts.state.ny.us/aronline/SignIn>

New York State Unified Court System
Attorney Online Services - Attorney Registration

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NY ATTY **Login or Create an Account**

Do you have an Attorney Online Service Account?

No, I have to Create an Account

Please click below to create an account that will allow you to access the following applications:

- [Attorney Registration](#)
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- [Court-PASS](#)
- [eTrack](#)
- [Fiduciary Online](#)
- [NYSCEF](#)
- [Retainer & Closing Statement Filing](#)
- [Secure Pass Renewal](#)

Create Account >

Yes, I have an Account

Login

Registration Number

[Forgot your registration number?](#)
(opens in a new window)

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[Forgot your password?](#)

I accept the [terms of use](#)

Log In >

RETAINER AND CLOSING (R&C) E-FILE

The new Online Services R&C E-filing system has been designed to replace the practice of mailing forms to OCA and the return of paper postcard receipts from OCA. The process simply requires attorneys to upload either a completed and signed Retainer or Closing Statement. The OCA E-filing system will return proof of filing with an imprinted OCA Statement filing number.

The system includes simple instructions and FAQs for commonly asked questions.

New York State Unified Court System

Attorney Online Services - Retainer & Closing Statement Filing

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NY JUDICIAL SIGN IN or Create an Account

Welcome to Retainer & Closing Statement Filing!

This website is a service of the NYS Unified Court System that provides NYS attorneys the ability to electronically file Retainer & Closing Statements with the Office of Court Administration (OCA).

Statements are filed in accordance with the [Rules of the Appellate Division, First and Second Departments](#).

- ▼ **When are Retainer Statements required?**
Retainer Statements are required from attorneys in "...any action or claim for damages for personal injuries or for property damages or for death or loss of services resulting from personal injuries, or in connection with any claim in condemnation or change of grade proceedings... whereby [their] compensation is to be dependent or contingent in whole or in part upon the successful prosecution or settlement thereof [...] within 30 days from the date of any such retainer or agreement..."
- ▼ **When are Closing Statements required?**
Closing Statements are required "...in connection with every claim, action or proceeding in which a retainer statement is required... upon receiving, retaining or sharing any sum in connection with a claim, action or proceeding subject to this section... within 15 days after such receipt, retention or sharing..." "Where there has been a disposition of any claim, action or proceeding, or a retainer agreement is terminated, without recovery, a closing statement showing such fact shall be signed personally by the attorney and filed within 30 days after such disposition or termination."

Please follow the instructions to sign in.
For more information on the rules, or technical requirements, please see our [FAQ](#).

Do you have an Attorney Online Services account?

No, I have to create an account

Create Account!

Yes, I have an account

Sign In

Registration Number:

[Forgot registration number?](#)

Password:

[Forgot your password?](#)

Sign In

RETAINER AND CLOSING (R&C) E-FILE

The new Online Services R&C E-filing system permits attorneys to upload an individual Retainer or Closing Statement for each client using their Online Services account. In addition, the system will provide screens to view previously E-filed R&C statements.

Electronic upload files containing R&C statements may also include any required attachments. However, the statement MUST be the first page(s) of all upload files.

The system requires an individual Retainer statement from each attorney, however, either counsel may E-file a joint Closing Statement, as permitted by rule, at the conclusion of the matter.

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing

You are logged in as **EMILY, SHELLEY K.** (Attorney Registration Number: 20270015) [sign_out](#)

Home: Welcome, SHELLEY!
✔ Account Email Confirmed: rdk@nycourts.gov - [Edit](#) | [Help](#)

Retainer and Closing Statements must be uploaded separately, and an OCA Statement Number will be assigned to each upload.

Retainer Statements	Closing Statements
Joint Statements NOT Permitted *	Joint Statements Permitted **
 Upload Retainer	 Upload Closing
 Retainer History	 Closing History
Upload an individual retainer statement for each client retained, together with any attachments.	Upload an individual closing statement for each retainer being closed, together with any attachments.
View the history of all the retainer statements uploaded with your Attorney Online Services account.	View the history of all the closing statements uploaded with your Attorney Online Services account.

* Joint Retainer Statements are not permitted by the rules. If in a co-counsel relationship on a contingent fee basis, the rules require trial or appeal counsel to report on their Retainer Statement the "...particulars as to the fee arrangement, the type of services to be rendered in the matter, the code number assigned to the statement of retainer filed by the retaining attorney and the date when said statement of retainer was filed."

** Joint Closing Statements are permitted under the rules. Only a single attorney needs to upload the joint Closing Statement. After that counsel files the joint Closing Statement, they can share the OCA Closing Statement filing receipt with co-counsel as proof of filing.

RETAINER AND CLOSING (R&C) E-FILE

Retainer Upload - STEP 1 - Drop the correct statement file you wish to upload saved on your computer, or click to Browse to find and select the file.

Your statement and any attachments must be saved in a single file for uploading. Your signed Retainer must begin on Page 1 of the file, followed by any attachments.

Acceptable file types are .pdf, .jpg, .png, and .tiff.

STEP 2 - To proceed with the E-filing, press Next.

Retainer Statement Filing: Upload

[Help](#) | [E-File Training Manual](#) * Required

Filing a Retainer Statement:

File one (1) Retainer Statement per client; joint Retainer Statements **are not permitted**.

Your Retainer Statement must be one (1) complete file, with your signed statement as the first page. Include any necessary attachments (orders, nuc pro tunc affidavit/affirmation, affidavits/affirmations, etc.) as additional pages after your statement.

For help on merging/combining files, see our [FAQ](#).


Before uploading any Retainer Statement ensure that the form is complete and signed. Statements require the following:

- Date of agreement as to retainer
- Terms of compensation:
 - A percentage not exceeding 33% of the sum recovered (Schedule B)
 - Appellate Division Rule Sliding Scale (Schedule A)
 - Medical Malpractice Sliding Scale (NY Jud L 5474-A)
 - Other
- Client Name and Address
- If engaged by an attorney, name and address of retaining attorney, and his/her OCA retainer number
- If claim for Personal Injuries, Wrongful Death or Property Damage, date and place of occurrence
- If Condemnation or Change of Grade Proceedings: Title and Description/date proceeding Commenced and Number or other Designations of the Parcels Affected

Browse & Upload Retainer Statement

You may only upload one (1) file, attachments included *

Accepted file types: PDF, JPG, PNG, TIF

1  Drop file here or Click to browse

2

RETAINER AND CLOSING (R&C) E-FILE

Retainer Affirmation - STEP 1 - Type the Client's Name and verify that the statement is complete & correct.

STEPS 2 & 3 – Click Yes to affirm & click Submit to complete the E-filing. If incorrect, click Previous to select a new statement to upload.

Attorney Online Services - Retainer & Closing Statement Filing

You are logged in as [Name] (Attorney Registration Number: [Number]) [sign out](#)

Retainer Statement Filing: Affirmation * Required

[Help | E-File Training Manual](#)

Verify Uploaded Retainer Statement
Please verify that your uploaded Retainer Statement is complete, signed and the statement is the first page.
If you need to make a correction and upload a new file, use the [Previous](#) button at the bottom the page.

Retainer Statement, and Other Attachment(s) for:

Client Name *

First Middle Last Suffix **1**

Uploaded Retainer Statement:

1 of 1 Automatic Zoom

RETAINER STATEMENT

To: OFFICE OF COURT ADMINISTRATION
Retainer and Closing Statement
Post Office Box 3914
Church Street Station
New York, New York 10008

1. Date of agreement as to costs:
March 14, 2011.

2. 33 1/3% contingency fee:
Yes.

3. Name and home address of client:
[Redacted], Newark, New York, NY 10701.

4. *If engaged by an attorney, name and office address of retaining attorney:
N/A.

5. If claim for personal injuries, wrongful death or property damage, date and place of occurrence:
On January 7, 2011, the statement was caused to file and set while walking through the "Stressway" on the first floor of [Redacted] located at the City of New York, State of New York and in the County of Westchester.

6. If a continuation or change of grade proceeding:
(4) Title and description: **NOT APPLICABLE**
(5) Date proceeding was commenced: **NOT APPLICABLE**
(6) Number of other designations of the party affected: **NOT APPLICABLE**

7. Name, address, occupation and relationship of person referring the client:
N/A-N/A.

DATED: SCARSDALE, NEW YORK, March 14, 2011

Yours, etc.
Signature of Attorney
[Redacted] A.C.
[Redacted] Esq. - Julie 2011
Scarsdale, New York 10583
NY DIST. JUD. DEPT., WESTCHESTER COUNTY

AFFIRMATION: *

By checking YES, I affirm that I have read the rule of the Appellate Division addressing the filing of Retainer Statements, the statement contained herein is true to the best of my knowledge and belief, the statement fully complies with the Appellate Division rule, and that this constitutes my electronic signature. Yes No **2**

[Previous](#) [Submit](#) **3**

RETAINER AND CLOSING (R&C) E-FILE

Retainer E-Filing Complete – after a successful upload, a confirmation screen will verify the filing with the OCA Statement number.

The page will also include the name of the client and the email address where a receipt was sent.

A link is also provided to Download the E-filed statement if required.

User may proceed to Upload Another Retainer, Return Home to file a Closing Statement or Sign Out.

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing

You are logged in as BEN, SUTHERLAND (Attorney Registration Number: 2017111) [sign_out](#)

Retainer Statement Filing: Filing Complete
[Help](#)

Thank you for electronically filing your Retainer Statement with the Office of Court Administration. If any fields are noted to be missing when the form is reviewed, you will be notified to file an amended statement to make any corrections.

OCA Filing Receipt
An email confirming the filing of this Retainer Statement, #30000083 for [REDACTED], has been sent to [REDACTED]. You may also download a copy of the filed Retainer Statement via the download button below or by visiting the Retainer History page.

[Download Retainer Statement](#)

If you have any questions regarding the filing process, please [contact us](#).

[Return Home](#) [Upload Another Retainer](#)

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RETAINER AND CLOSING (R&C) E-FILE

Retainer Statement Confirmation Email – An email confirming each successful upload will be sent to the attorney's account email on file.

The email will contain the OCA Retainer Number assigned, the name of the client, and a link to return to the system to view the E-filed statement.



The screenshot shows an email header with the following details:

- Subject:** OCA Retainer Statement Filing #30000083 - Client **ARND RILEY**
- From:** "No Reply" <noreply@nycourts.gov>
- Date:** Mon, May 18, 2020 9:10 am
- To:** "ARND RILEY" <arnd.riley@nybar.org>
- Priority:** Normal
- Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Hide Unsafe Images](#)

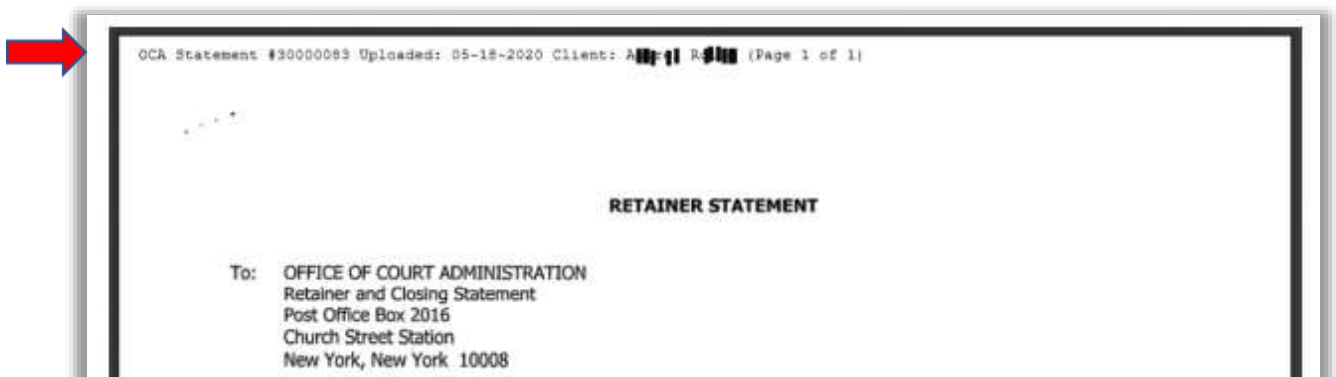
Below the header is a banner for the **New York State Unified Court System** with the text **Attorney Online Services - Retainer & Closing Statement Filing**.

The main body of the email contains the following information:

- Retainer Statement Successfully Filed!**
- Name:** **ARND RILEY, BEN**
- Attorney Registration Number:** **2009985**
- Thank you for electronically filing Retainer Statement Number 30000083 for Client **ARND RILEY**.
- [View a copy of the filing to confirm the OCA statement number.](#)
- If any fields are noted to be missing after this form is reviewed, you will be notified to file an amended statement.
- The **Retainer & Closing Statement Filing** website allows you to view the complete history of all your retainer and closing statement uploads. Sign in with your Attorney Online Services account to view your history.
- [Proceed to Retainer & Closing Statement Filing](#)

At the bottom, there is a logo for **NY ATTORNEY Websites** and the text **Attorney Online Services**.

Retainer Statement Number – All E-filed Retainer Statements will include the OCA Statement number, filing date, client name, and page count.



The screenshot shows a document header with the following information:

- OCA Statement #30000083 Uploaded: 05-18-2020 Client: **ARND RILEY** (Page 1 of 1)

The document title is **RETAINER STATEMENT**.

The recipient information is:

- To:** OFFICE OF COURT ADMINISTRATION
Retainer and Closing Statement
Post Office Box 2016
Church Street Station
New York, New York 10008

RETAINER AND CLOSING (R&C) E-FILE

Closing Upload - STEP 1 - Drop the correct statement file you wish to upload saved on your computer, or click to Browse to find and select the file.

Your statement and any attachments must be saved in a single file for uploading. Your signed Closing must begin on Page 1 of the file, followed by any attachments.

Acceptable file types are .pdf, .jpg, .png, and .tiff.

STEP 2 - To proceed with the E-filing, press Upload and then Next.

Closing Statement Filing: Upload

[Help](#) | [E-File Training Manual](#) * Required

Filing a Closing Statement:

File one (1) Closing Statement per client; joint Closing Statements **are permitted**.

Your Closing Statement must be one (1) complete file, with your signed statement as the first page. Include any necessary attachments (itemized statements of payment, orders, nunc pro tunc affidavit/affirmation, etc.) as additional pages after your statement.

For help on merging/combining files, see our [FAQ](#).


i Before uploading any Closing Statement ensure that the form is complete and signed. Statements require the following:

- Code number appearing on Attorney's receipt for filing of retainer statement. (If filing a joint closing statement, must also include co-counsel's retainer statement number)
- Client Name and Address
- Plaintiff(s) Name(s)
- Defendant(s) Name(s)
- Was action commenced? Date, Court and County
- Was action disposed in Open Court?
 - If not, **and a request for judicial intervention was filed**, state the date the stipulation or statement of discontinuance was filed with the clerk of the part to which the action was assigned.
 - If not, **and an index number was assigned but no request for judicial intervention was filed**, state the date the stipulation or statement of discontinuance was filed with the clerk of the part to which

Browse & Upload Closing Statement

You may only upload one (1) file, attachments included *

Accepted file types: PDF, JPG, PNG, TIF

1  Drop file here or Click to browse

Cancel Next **2**

RETAINER AND CLOSING (R&C) E-FILE

Closing Affirmation - STEP 1 - Type the Retainer Number & Client's Name and verify that the statement is complete & correct. (If a joint closing statement, include co-counsel's Retainer Number as well.)

STEPS 2 & 3 – Click Yes to affirm & click Submit to complete the E-filing. If incorrect, click Previous to select a new statement to upload.

Attorney Online Services - Retainer & Closing Statement Filing

You are logged in as **J. N. S. B. K.** (Attorney Registration Number: 21111) [Sign out](#)

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Closing Statement Filing: Affirmation * Required

[Help](#) | [E-File Training Manual](#)

Verify Uploaded Closing Statement

Please verify that your uploaded Closing Statement is complete, signed and the statement is the first page.
If you need to make a correction and upload a new file, use the **Previous** button at the bottom the page.

Closing Statement, and Other Attachment(s) for:

Retainer Statement Number *

Client Name *

First Middle Last Suffix

For Joint Filings Only

If filing a joint closing statement, only a single attorney needs to electronically file the statement. However, each attorney's assigned OCA Retainer Statement Number must be referenced on the form.
Please enter the second attorney's retainer number below.

Retainer Statement Number of Co-counsel

Uploaded Closing Statement:

1 of 3 Automatic/Scan

CLOSING STATEMENT

YES THE ORIGINAL CONFERENCE OF THE STATE OF NEW YORK PAX RON DEUS NYA NYA NYA NYA NYA

1. Date number appearing on receipt of closure statement: _____

2. Name and address of client: _____
_____ NY, NY, US
_____ NY, NY, US

3. Plaintiff: _____

4. Defendant(s): _____ Agency, NY, NY, US

5. (X) Plaintiff was summoned, state the date: 10/20/12

6. Was the notice dispensed to open Court? YES. If not, and a request for a judicial intervention was filed, state the date the application or statement of disburse notice was filed with the date of the date to which the account was assigned. If not, and no notice number was assigned but no request for judicial intervention was filed, state the date the application or statement of disburse notice was filed with the County Clerk.

7. Check item applicable: (X) Settled () Case Management Order () Subject to Order of Payment by Vendor and/or Affidavit

8. Total amount of security of judgment entered, include any interest, costs & disbursements allowed: \$10,100.00 and +40 interest for a total of \$10,200.00

9. Name and address of individual or other person paying judgment, or item and to send the balance, if the _____

10. Net amount to client: \$22,140.34
Disbursements to attorney(s): \$475.00

AFFIRMATION: *

By checking YES, I affirm that I have read the rules of the Appellate Division addressing the filing of Closing Statements, the statement contained herein is true to the best of my knowledge and belief, the statement fully complies with the Appellate Division rules, and that this statement was my voluntary signature. Yes No

Previous **Submit**

RETAINER AND CLOSING (R&C) E-FILE

Closing E-Filing Complete – after a successful upload, a confirmation screen will verify the filing with the OCA Statement number.

The page will also include the name of the client and the email address where a receipt was sent.

A link is also provided to Download the E-filed statement if required.

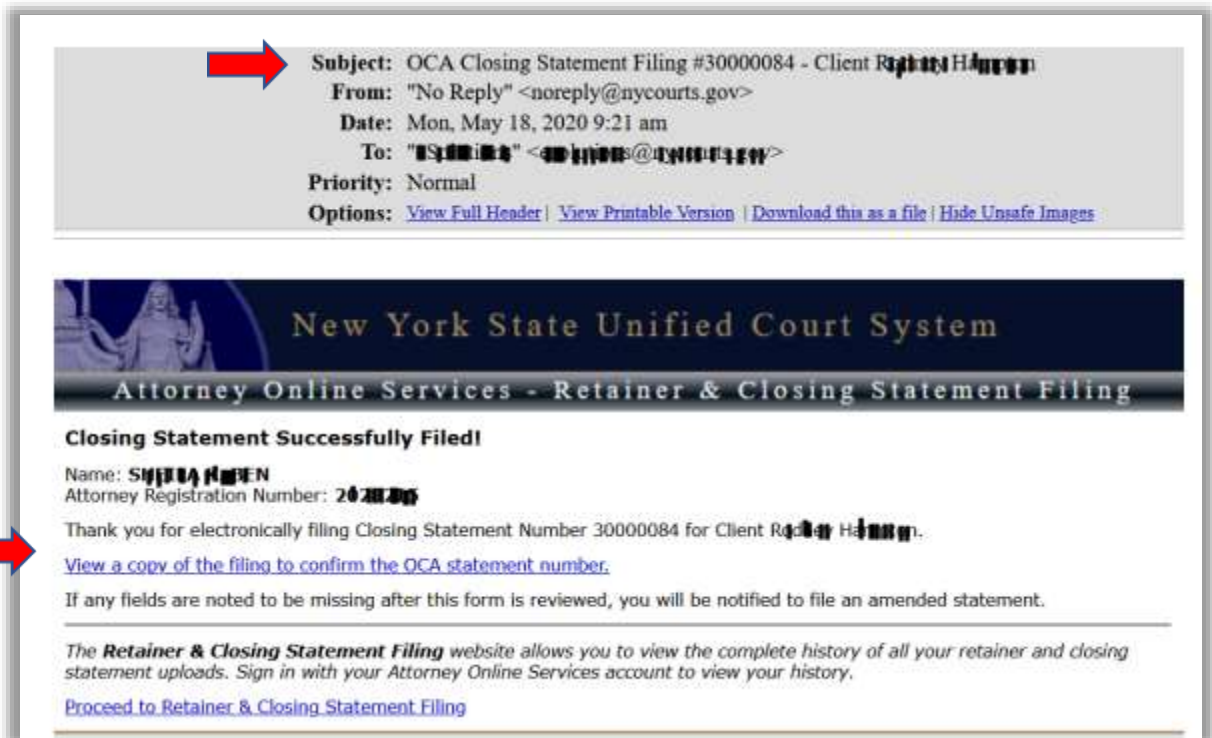
User may proceed to Upload Another Closing, Return Home to file a Retainer Statement or Sign Out.

The screenshot displays the New York State Unified Court System Attorney Online Services - Retainer & Closing Statement Filing page. The header shows the user is logged in as BEN, S. [REDACTED] (Attorney Registration Number: 20171) with a [sign_out](#) link. The main content area is titled "Closing Statement Filing: Filing Complete" and includes a "Help" link. A message thanks the user for electronically filing their Closing Statement and provides instructions on how to handle missing fields. Below this is an "OCA Filing Receipt" section, which states that an email confirming the filing of Closing Statement #30000084 for R [REDACTED] [REDACTED] has been sent to [REDACTED] [REDACTED]. It also offers to download a copy of the filed Closing Statement via a "Download Closing Statement" button or by visiting the Closing History page. At the bottom, there are two buttons: "Return Home" and "Upload Another Closing". Red arrows in the image point to the "sign_out" link, the "Download Closing Statement" button, and the "Return Home" and "Upload Another Closing" buttons.

RETAINER AND CLOSING (R&C) E-FILE

Closing Statement Confirmation Email – An email confirming each successful upload will be sent to the attorney's account email on file.

The email will contain the OCA Closing Number assigned, the name of the client, and a link to return to the system to view the E-filed statement. If a joint Closing Statement, you may wish to send a copy of the email or E-filed statement to co-counsel as proof of filing.



The screenshot shows an email header and a confirmation message. A red arrow points to the subject line: "Subject: OCA Closing Statement Filing #30000084 - Client **Rajesh H...**". Another red arrow points to the "View a copy of the filing to confirm the OCA statement number." link in the confirmation message.

Subject: OCA Closing Statement Filing #30000084 - Client **Rajesh H...**
From: "No Reply" <noreply@nycourts.gov>
Date: Mon, May 18, 2020 9:21 am
To: "**Rajesh H...**" <**rajesh.h...**>
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Hide Unsafe Images](#)

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing

Closing Statement Successfully Filed!

Name: **SURESH K...**
Attorney Registration Number: **20200005**

Thank you for electronically filing Closing Statement Number 30000084 for Client **Rajesh H...**.

[View a copy of the filing to confirm the OCA statement number.](#)

If any fields are noted to be missing after this form is reviewed, you will be notified to file an amended statement.

The **Retainer & Closing Statement Filing** website allows you to view the complete history of all your retainer and closing statement uploads. Sign in with your Attorney Online Services account to view your history.

[Proceed to Retainer & Closing Statement Filing](#)

Closing Statement Number – All E-filed Closing Statements will include the OCA Statement number, filing date, client name, and page count.



The screenshot shows the top of a closing statement document. A red arrow points to the header text: "OCA Statement #30000084 Uploaded: 05-18-2020 Client: **Rajesh H...** (Page 1 of 3)". Below the header is a section for "For Office Use" with several lines for initials or signatures. At the bottom, the text "CLOSING STATEMENT" is visible.

OCA Statement #30000084 Uploaded: 05-18-2020 Client: **Rajesh H...** (Page 1 of 3)

..... / For Office Use
/
/
/
/
.....

CLOSING STATEMENT

RETAINER AND CLOSING (R&C) E-FILE

Retainer and Closing History –

The new Online Services R&C E-filing system also provides an inventory of previously E-filed R&C statements.





This feature will permit users to view a list of prior R&C E-filings and retrieve copies of those filings.

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing

You are logged in as BEN, [REDACTED] L. (Attorney Registration Number: 20 [REDACTED]) [sign out](#)

Home: Welcome, SHEILA!
✔ Account Email Confirmed: [REDACTED] - [Edit](#) | [Help](#)

Retainer and Closing Statements must be uploaded separately, and an OCA Statement Number will be assigned to each upload.

Retainer Statements	Closing Statements
Joint Statements NOT Permitted **	Joint Statements Permitted ***
 	 
Upload Ret → Retainer History	Upload Clo → Closing History
Upload an individual retainer statement for each client retained, together with any attachments.	Upload an individual closing statement for each retainer being closed, together with any attachments.
View the history of all the retainer statements uploaded with your Attorney Online Services account.	View the history of all the closing statements uploaded with your Attorney Online Services account.

* Joint Retainer Statements are not permitted by the rules. If in a co-counsel relationship on a contingent fee basis, the rules require trial or appeal counsel to report on their Retainer Statement the "...particulars as to the fee arrangement, the type of services to be rendered in the matter, the code number assigned to the statement of retainer filed by the retaining attorney and the date when said statement of retainer was filed."

** Joint Closing Statements are permitted under the rules. Only a single attorney needs to upload the joint Closing Statement. After that counsel files the joint Closing Statement, they can share the OCA Closing Statement filing receipt with co-counsel as proof of filing.

Retainer and Closing E-file – questions to: R-C@nycourts.gov

RETAINER AND CLOSING (R&C) E-FILE

Retainer and Closing History -

Lists of prior R&C E-filings include the Filing Date, Client Name, OCA Statement Number, and a link to Download a copy of the filing.

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing
You are logged in as BEN S I I I I I . (Attorney Registration Number: 20 1 1 1 1 1) [sign out](#)

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Retainer Statement Filing: History

Retainer Statement Uploads Only
You can only view the retainer statements that have been uploaded using your Attorney Online Services account.
If you would like to obtain a copy of any statements previously filed via paper, please [contact OCA](#) for additional assistance.

Date	Client	Statement Number	Download
05/18/2020	Ar...	30000083	Download
05/11/2020	R. W. M...	30000051	Download
05/11/2020	Ti...	30000050	Download
05/11/2020	Ca...	30000048	Download
05/11/2020	E...	30000047	Download
05/11/2020	D...	30000046	Download
05/11/2020	Je...	30000045	Download
05/11/2020	K...	30000044	Download
05/11/2020	La...	30000040	Download
05/11/2020	Je...	30000039	Download
05/11/2020	Br...	30000038	Download
05/07/2020	D...	30000036	Download
05/06/2020	Ar...	30000035	Download
05/06/2020	Sam...	30000034	Download

New York State Unified Court System
Attorney Online Services - Retainer & Closing Statement Filing
You are logged in as BEN S I I I I I . (Attorney Registration Number: 20 1 1 1 1 1) [sign out](#)

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Closing Statement Filing: History

Closing Statement Uploads Only
You can only view the closing statements that have been uploaded using your Attorney Online Services account.
If you would like to obtain a copy of any statements previously filed via paper, please [contact OCA](#) for additional assistance.

Date	Client	Statement Number	Download
05/18/2020	R...	30000084	Download
05/12/2020	Ja...	30000057	Download
05/11/2020	K...	30000053	Download
05/11/2020	Sam M...	30000052	Download
05/11/2020	Law...	30000049	Download
05/11/2020	Kar...	30000043	Download
05/11/2020	Chris	30000042	Download
05/11/2020	Da...	30000041	Download
05/07/2020	B...	30000037	Download