

State of New York
Unified Court System



Lawrence K. Marks
Chief Administrative Judge

25 Beaver Street
New York, N.Y. 10004
(212) 428-2100

November 2, 2016

MEMORANDUM

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LKM*

Re: Expansion of Mandatory Electronic Filing in Suffolk County Supreme Court

I am pleased to provide the Bar and other interested persons with an update on the progress of the New York State Courts Electronic Filing System ("NYSCEF"). As authorized under Chapter 237 of the Laws of 2015, the following expansion of the mandatory e-filing program has been proposed to include all newly filed CPLR Art. 75 proceedings in Supreme Court, Suffolk County, to take effect in January 2017. As of the effective date, the authorization will be for all new civil actions, except:

- CPLR Art. 70 proceedings
- CPLR Art. 78 proceedings
- civil forfeiture actions
- consumer credit transactions as defined in CPLR 105(f) (except initial filing of commencement papers by a represented party, which is mandatory)
- Election Law proceedings
- emergency medical treatment applications
- matrimonial matters
- Mental Hygiene Law matters
- name change applications
- other special proceedings (except Art 75 proceedings which are mandatory)

Persons wishing to comment on this proposal should e-mail their submissions to efilingcomments@nycourts.gov no later than December 16, 2016. A new page has been created on the Unified Court System's website - www.nycourts.gov/rules/efiling/ - for the purpose of providing notice to the public of proposed new or expanded mandatory e-filing programs and for the posting of any public comments received in connection with such proposals. Any person who wishes to comment but lacks access to a computer may forward comments by regular mail to:

Jeffrey Carucci
Statewide Coordinator for Electronic Filing
60 Centre Street, Room 119 M
New York, NY 10007

As we move forward with expanded implementation of mandatory e-filing in Supreme Court, Suffolk County, please be assured that we will continue to work with local bar associations to provide necessary training for attorneys and paralegals both prior to and after the effective date. The NYSCEF system is intuitive and easy to use, and the training program takes about two hours to complete. Training will be offered by staff of the E-Filing Resource Center both on-line and on-site. Attorneys who participate in the on-site sessions receive two CLE credits free of charge. Information on these training sessions is available on the NYSCEF website: www.nycourts.gov/efile, or by contacting the Resource Center at 646-386-3033 or efile@nycourts.gov. Attorneys and paralegals may go to the NYSCEF website to register on-line for upcoming training sessions at these sites. In addition, counties may schedule and advertise their own training sessions.

Please note that Chapter 237 continues to provide an opt-out mechanism in mandatory e-filing cases for those attorneys who certify in good faith that they lack requisite hardware, electronic connection or technical knowledge to participate in e-filing. However, Chapter 237 has changed the law so that unrepresented litigants are now automatically exempt from participating in e-filing and are no longer required to opt out. Unrepresented litigants may however choose to participate in e-filing. Information on how to do so is available at <http://www.nycourts.gov/e-file-unrepresented>.

A complete list of currently authorized mandatory and consensual e-filing programs is available on the NYSCEF website "Rules and Legislation" page by clicking on the link for "Administrative Orders." E-filing represents an important advance for the courts and the legal profession in New York State. We thank you for the wonderful support and cooperation you have shown, and look forward to continuing to work closely with you as the program continues to move forward.

cc: Hon. Michael V. Cocco
Hon. C. Randall Hinrichs
Hon. Judith A. Pascale
Ronald P. Younkings, Esq.
Warren G. Clark, Esq.
Michael Scardino
Jeffrey Carucci
Holly Nelson Lutz, Esq.