

**New York State Unified Court System  
NOTICE OF ELECTRONIC FILING  
Criminal Proceedings in the Superior Criminal Courts  
(Consensual Case)**

**You have received this Notice because:**

- The Prosecutor has filed this Indictment/Superior Court Information (SCI) using the New York State Courts E-Filing System, (NYSCEF), and you are a Defendant, or the attorney representing a Defendant, in this proceeding.

**OR**

- This Indictment/SCI was initially filed with the court in paper or via EDDS. A party in this proceeding has now submitted documents electronically through the NYSCEF system, converting the matter to an e-filed case, thereby making E-filing an available option.

**If you are an attorney representing a defendant in this proceeding:** See "Information for Attorneys" pg. 2

**If you are a prosecutor notified that an electronic case was created by a party who e-filed documents related to an indictment/SCI originally filed in paper or submitted through EDDS:** See "Information for Prosecutors" pg. 2.

**If you are a self-represented defendant who has waived the right to counsel following formal inquiry by the Court:** you may choose to e-file. However, you are not required to e-file. You may serve and file documents in paper form and you must be served with documents in paper form.

**If you choose to E-File**

**You must have:**

- computer with internet access
- an email address that you regularly check
- scanner or software to turn your court papers into a PDF
- an understanding of applicable E-filing rules

**For more information about how e-filing works, you may:**

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented) or go to the Help Center or Clerk's Office at the court where the Indictment/SCI was filed.

## **Information for Defense Attorneys and Prosecutors**

### **Defense Attorney**

An attorney representing a defendant who receives this Notice of Electronic Filing must either consent to E-Filing by filing a Notice of Appearance in the manner provided at the NYSCEF site or decline consent to electronic filing and service for this proceeding by filing said declination with the court and serving on all parties of record, in hard copy.

Note: Attorneys admitted to the bar in the state of New York are required to create an attorney online services account to renew their biennial registrations.

- Defense attorneys **not** affiliated with a defense agency can utilize their attorney online services account to access NYSCEF.
- Attorneys affiliated with a Criminal Defense Agency must obtain NYSCEF credentials through their Agency to e-file on behalf of their Agency, (they cannot utilize NYSCEF with their attorney online service account when representing a defendant on behalf of their Agency).

### **Attorney Affiliated with Criminal Defense Agency**

An attorney affiliated with Defense Agency who has not yet obtained NYSCEF credentials through their Agency and intends to participate in electronic filing must email the NYSCEF Resource Center at [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov), or phone: 646-386-3033, for further direction.

### **Prosecutor**

A prosecutor who receives this Notice of Electronic Filing regarding a case that was initially filed with the court in paper or via EDDS, that was converted to e-filing, must record their participation on the NYSCEF site. A prosecutor who has not yet obtained NYSCEF credentials through the applicable Office of the District Attorney must email the NYSCEF Resource Center at [nyscef@nycourts.gov](mailto:nyscef@nycourts.gov), or phone: 646-386-3033, for further direction.

Note:

- Prosecutors must obtain NYSCEF credentials through their Agency to e-file on behalf of their Office and cannot utilize their attorney online service account when e-filing on behalf of their Office.

For additional information about electronic filing visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile).