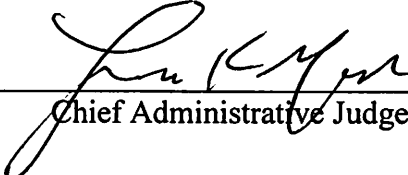


**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the powers vested in me, I hereby promulgate or reissue the following forms for use in electronically filed matters in Supreme Court, effective immediately. Copies of the forms are attached as Exh. A; a listing of all forms currently in use in Supreme Court is attached as Exh. B.

EF-3	Notice of Electronic Filing (Consensual Case) (Uniform Rule § 202.5-b)
EFM-1	Notice of Electronic Filing (Mandatory Case) (Uniform Rule § 202.5-bb)
EFM-1A	Notice of Electronic Filing (Mandatory Commencement Case) (Uniform Rule § 202.5-bb (a)(2)(v) and (vi))
EFM-2	Notice of Opt-Out
EF-6	Notice of Intent to Cease E-Filing
EF-7	Notification for Sealing in Electronically Filed Case
EF-8	Certification of Signature (Judge)
EF-9	Certification of Signature
EF-12	Statement of Authorization for Electronic Filing (Single Attorney/Individual Filing Agent)
EF-13	Statement of Authorization for Electronic Filing (Managing Attorney/Individual Filing Agent)
EF-14	Statement of Authorization for Electronic Filing (Single Attorney/Filing Agent Entity)
EF-15	Statement of Authorization for Electronic Filing (Managing Attorney/Filing Agent Entity)
EF-16	Revocation of Authorization - Single Attorney
EF-17	Revocation of Authorization - Managing Attorney
EF-18	Authorization of Agent for Service
EF-19	Revocation of Authorization - Agent for Service
EF-20	Notice of Hard Copy Submission
EF-21	Notice of Hard Copy Exhibit Filing
EF-22	Notice to County Clerk – CPLR § 8019(c)
EF-23	Notice to County Clerk Amendment to Caption
EF-24	Notification of Confidentiality Issue or Error
EF-25	Request for Restricted Status
EF-26	Notification of Order Extending Restriction
EF-27	Notice Terminating Limited Appearance and Participation in E-Filing

Further pursuant to the powers vested in me, I hereby rescind the two forms promulgated by AO/59/15 (“Residential Foreclosure Addendum” and “What is E-Filing?” Information Sheet), and declare AO/59/15 superseded and of no further force or effect.



Chief Administrative Judge of the Courts

Dated: December 5, 2018

AO/321/18

EXHIBIT A

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF

-----X

Plaintiff/Petitioner,
- against - Index No.
Defendant/Respondent.

-----X

**NOTICE OF ELECTRONIC FILING
(Consensual Case)
(Uniform Rule § 202.5-b)**

You have received this Notice because:

- 1) The Plaintiff/Petitioner, whose name is listed above, has filed this case using the New York State Courts E-filing system (“NYSCEF”), and
- 2) You are a Defendant/Respondent (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 consent or decline consent to electronic filing and service through NYSCEF for this case.

Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to www.nycourts.gov/efile

Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

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: efile@nycourts.gov).

Dated: _____

Name

Address

Firm Name

Phone

E-Mail

To: _____

6/6/18

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

**NOTICE OF ELECTRONIC FILING
(Mandatory Case)
(Uniform Rule § 202.5-bb)**

You have received this Notice because:

- 1) The Plaintiff/Petitioner, whose name is listed above, has filed this case using the New York State Courts E-filing system (“NYSCEF”), and
- 2) You are a Defendant/Respondent (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
(E-filing is Mandatory 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) file the Notice of Opt-Out form with the clerk of the court where this action is pending and serve on all parties. Exemptions from mandatory e-filing are limited to attorneys who certify in good faith that they lack the computer hardware and/or scanner and/or internet connection or that they lack (along with all employees subject to their direction) the knowledge to operate such equipment. [Section 202.5-bb(e)]

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: efile@nycourts.gov).

Dated: _____

Name

Address

Firm Name

Phone

E-Mail

To: _____

6/6/18

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF

-----X

Plaintiff/Petitioner,

- against -

Index No.

Defendant/Respondent.

-----X

**NOTICE OF ELECTRONIC FILING
(Mandatory Commencement Case)
(Uniform Rule § 202.5-bb(a)(2)(v) and (vi))**

You have received this Notice because:

- 1) The Plaintiff/Petitioner, whose name is listed above, was required to file this case using the New York State Courts E-filing system (“NYSCEF”), and
- 2) You are a Defendant/Respondent (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
(E-filing Commencement Documents is Mandatory)**

Attorneys representing a party must either consent or decline consent to electronic filing and service through NYSCEF for this case.

Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to www.nycourts.gov/efile.

Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

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: efile@nycourts.gov).

Dated: _____

Name

Address

Firm Name

Phone

E-Mail

To: _____

6/6/18

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTICE OF OPT-OUT FROM PARTICIPATION
IN ACTION SUBJECT TO MANDATORY ELECTRONIC FILING**

Attorneys or Authorized Representatives

Pursuant to CPLR § 2111(b)(3) and Uniform Rule § 202.5-bb, I hereby opt out of participation in electronic filing in this mandatory e-filed case.

I certify in good faith that I am unable to participate in mandatory electronic filing of documents in this case on behalf of my client, _____, because:

[Place your initials in the space(s) provided and check all boxes that apply]

_____ I lack:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format

OR

_____ I lack the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm Name)

_____ (Address)

_____ (Phone)

This form must be signed. All contact information must be provided, including the address at which hard-copy documents in this case should be served.

This form must be filed with the clerk of the court where the action is pending and served on all parties.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No.

- against -

Defendant/Respondent.

-----X

NOTICE OF INTENT TO CEASE E-FILING IN THIS CASE

To the Parties in this case and the Court:

1. I do not have an attorney. I am unrepresented.
2. I want to stop e-filing my court documents in this case using NYSCEF.
3. I will serve and file all future court documents in paper form on all other parties in this case.
4. I understand that the other parties may continue to e-file their court documents in this case, except that such parties **MUST** serve me with those documents in paper form at the following address:

Name:

Street address:

Line 2:

City:

State:

Zip code:

Phone number:

Dated:

Signed:

Note: This form must be mailed to all other parties in this case and filed, along with proof of service, with the Clerk of the Court.

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

-----X

Plaintiff/Petitioner,

-against-

Index No.

Defendant/Respondent.

-----X

NOTIFICATION FOR SEALING IN ELECTRONICALLY-FILED CASE

To: County Clerk, County of _____:

_____, an attorney admitted to the Bar of the State of New York and counsel for _____ in the above-captioned case, respectfully submits this notification that an order of this court, a copy of which is annexed, requires that the documents identified below be sealed. Unless the order directs the sealing of the entire case file, each document to be sealed is identified below by its Document Type, Document Number, and Date Filed as shown on the NYSCEF Document List.

Sealing of Entire File Ordered _____ [Initial here] or

Sealing of the Document(s) Identified Below Ordered:

Document Type	Document Number	Date Filed
1)	No.	
2)	No.	
3)	No.	
4)	No.	
5)	No.	

As directed by the order, the [] entire file [] document(s) indicated above shall not be sealed as to:

[] parties to the action [] counsel to parties to the action [] others (specify):

Dated:

Signature:

Name:

Firm Name:

Address:

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

-----X

Plaintiff/Petitioner(s),

Index No.

-against-

Motion Seq. No.

**CERTIFICATION OF
SIGNATURE (JUDGE)
Uniform Rule 202.5-b(e)(3)**

Defendant/Respondent(s).

-----X

Pursuant to Uniform Rule 202.5-b(e)(3), I add my signature to the following document, which has been e-filed with NYSCEF:

Title of Document

Document Number

Date Filed

By signing and filing this Certification with NYSCEF, I certify my intention that my signature be considered to have been added to the document cited above just as if I physically had signed the document in hard copy form.

J.S.C.

Dated:

EF-8
5/21/13

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

-----X

Index No.

Plaintiff/Petitioner(s),

-against-

CERTIFICATION OF SIGNATURE

Uniform Rule 202.5-b(e)(3)

Defendant/Respondent(s).

-----X

_____, counsel for _____, a party to
the above-captioned action, hereby certifies the following:

Pursuant to Uniform Rule 202.5-b(e)(3), I add my signature to the following document,
which has been e-filed with NYSCEF:

Title of Document

Document Number

Date Filed

I understand that by signing and filing this Certification with NYSCEF, I certify my intention
that my signature be considered to have been added to the document cited above just as if I
physically had signed the document in hard copy form.

Dated:

Signature

Firm Name

Print or Type Name

Address

Phone

E-Mail Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

**STATEMENT OF AUTHORIZATION FOR
ELECTRONIC FILING
(Single Attorney Authorizing Individual Filing Agent)**

I, _____, Esq., (Attorney Registration
No. _____) am an authorized user of the New York State Courts
Electronic Filing System (“NYSCEF”) (User ID _____). I hereby
authorize _____ (“the filing agent”) to utilize his/her NYSCEF
filing agent ID to file documents on my behalf and at my direction in any e-filed matter in which
I am counsel of record through the NYSCEF system, as provided in Section 202.5-b of the
Uniform Rules for the Trial Courts.

This authorization extends to any consensual matter in which I have previously
consented to e-filing, to any mandatory matter in which I have recorded my representation, and
to any matter in which I may authorize the filing agent to record my consent or representation
in the NYSCEF system.

This authorization extends to any and all documents I generate and submit to the filing
agent for filing in any such matter. This authorization, posted once on the NYSCEF website as to
each matter in which I am counsel of record, shall be deemed to accompany any document filed
in that matter by the filing agent.

This authorization also extends to matters of payment, which the filing agent may make
either by debiting an account the filing agent maintains with the County Clerk of any authorized
e-filing county or by debiting an account I maintain with the County Clerk of any authorized e-
filing county.

This authorization regarding this filing agent shall continue until I revoke it in writing
on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

**STATEMENT OF AUTHORIZATION FOR
ELECTRONIC FILING
(Managing Attorney Authorizing Individual Filing Agent)**

I, _____, Esq., (Attorney Registration No. _____)
am the managing attorney of/attorney in charge of e-filing for
(the "Firm"). I hereby acknowledge and represent that the attorneys in the Firm who are
authorized users of the NYSCEF system hereby authorize
("the filing agent") to utilize his/her NYSCEF filing agent ID to file documents on their behalf
and at their direction in any e-filed matter in which they are counsel of record through NYSCEF,
as provided in Section 202.5-b of the Uniform Rules for the Trial Courts.

This authorization extends to any consensual matter in which these attorneys have
previously consented to e-filing or may hereafter consent, to any mandatory matter in which
they have recorded their representation, and to any matter in which they authorize the filing
agent to record consent or representation in the NYSCEF system.

This authorization extends to any and all documents these attorneys generate and
submit to the filing agent for filing in any such matter. This authorization, posted once on the
NYSCEF website as to each matter in which these attorneys are counsel of record, shall be
deemed to accompany any document in that matter filed by the filing agent on behalf of these
attorneys.

This authorization also extends to matters of payment, which the filing agent may make
either by debiting an account the filing agent maintains with the County Clerk of any authorized
e-filing county or by debiting an account the Firm maintains with the County Clerk of any
authorized e-filing county.

This authorization regarding this filing agent shall continue until the Firm revokes the
authorization in writing on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

EF-13
6/6/13

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

**STATEMENT OF AUTHORIZATION FOR
ELECTRONIC FILING
(Single Attorney Authorizing Filing Agent Entity)**

I, _____, Esq., (Attorney Registration No. _____)
am an authorized user of the New York State Courts Electronic Filing System (“NYSCEF”) (User
ID _____). I hereby authorize any employee of
who possesses a NYSCEF filing agent ID to file documents on my behalf and at my direction, as
a filing agent, in any e-filed matter in which I am counsel of record through the NYSCEF system,
as provided in Section 202.5-b of the Uniform Rules for the Trial Courts.

This authorization extends to any consensual matter in which I have previously
consented to e-filing, to any mandatory matter in which I have recorded my representation, and
to any matter in which I may authorize the filing agent to record my consent or representation
in the NYSCEF system.

This authorization extends to any and all documents I generate and submit to the filing
agent for filing in any such matter. This authorization, posted once on the NYSCEF website as to
each matter in which I am counsel of record, shall be deemed to accompany any document filed
in that matter by the filing agent.

This authorization also extends to matters of payment, which the filing agent may make
either by debiting an account the filing agent maintains with the County Clerk of any authorized
e-filing county or by debiting an account I maintain with the County Clerk of any authorized e-
filing county.

This authorization regarding this filing agent shall continue until I revoke it in writing
on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

**STATEMENT OF AUTHORIZATION FOR
ELECTRONIC FILING
(Managing Attorney Authorizing Filing Agent Entity)**

I, _____, Esq., (Attorney Registration No. _____)
am the managing attorney of/attorney in charge of e-filing for _____ (the
“Firm”). I hereby acknowledge and represent that the attorneys in the Firm who are authorized
users of the New York State Electronic Filing System (“NYSCEF”) hereby authorize any
employee of _____ who possesses a NYSCEF filing agent ID to file
documents on their behalf and at their direction, as a filing agent, in any e-filed matter in which
they are counsel of record through NYSCEF, as provided in Section 202.5-b of the Uniform
Rules for the Trial Courts.

This authorization extends to any consensual matter in which these attorneys have
previously consented to e-filing or may hereafter consent, to any mandatory matter in which
they have recorded their representation, and to any matter in which they authorize the filing
agent to record consent or representation in the NYSCEF system.

This authorization extends to any and all documents these attorneys generate and
submit to the filing agent for filing in any such matter. This authorization, posted once on the
NYSCEF website as to each matter in which these attorneys are counsel of record, shall be
deemed to accompany any document in that matter filed by the filing agent on behalf of these
attorneys.

This authorization also extends to matters of payment, which the filing agent may make
either by debiting an account the filing agent maintains with the County Clerk of any authorized
e-filing county or by debiting an account the Firm maintains with the County Clerk of any
authorized e-filing county.

This authorization regarding this filing agent shall continue until the Firm revokes the
authorization in writing on a prescribed form delivered to the E-Filing Resource Center.

Dated:

Signature

City, State and Zip Code

Print Name

Phone

Firm/Department

E-Mail Address

Street Address

EF-15
6/6/13

**REVOCATION OF AUTHORIZATION FOR
ELECTRONIC FILING - SINGLE ATTORNEY**

I, _____, Esq., am an authorized user of the NYSCEF
system (User ID _____) I hereby revoke the authorization, _____,
dated that authorized _____ to file documents on my behalf
through the New York State Courts Electronic Filing System.

Dated:

Signature

Print Name

Firm

Street Address

City, State and Zip Code

Phone

E-Mail Address

**REVOCATION OF AUTHORIZATION FOR
ELECTRONIC FILING - MANAGING ATTORNEY**

I, _____, Esq., am the managing attorney
of/attorney in charge of e-filing for _____. I hereby revoke the
authorization, dated _____, that authorized
_____ to file documents on behalf of authorized users in my
firm through the New York State Courts Electronic Filing System.

Dated:

Signature

Print Name

Firm

Street Address

City, State and Zip Code

Phone

E-Mail Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

AUTHORIZATION OF AGENT FOR SERVICE

I, _____, Esq. (Attorney Registration No. _____), am an authorized user of the New York State Courts Electronic Filing System (“NYSCEF”) (User ID: _____) and am the attorney of record for a party in each of the following cases:

Caption

Index Number

(Attach additional sheets for more actions)

I hereby acknowledge that _____ (“the filing agent”) has registered as an authorized filing agent user of the NYSCEF system (User ID _____).

I hereby acknowledge that I have filed a Statement of Authorization for Electronic Filing that authorizes this filing agent to file documents on my behalf and at my direction in any e-filed matter in which I am counsel of record through the NYSCEF system, as provided in Section 202.5-b(d)(1) of the Uniform Rules for the Trial Courts.

I now authorize and designate this filing agent to act as agent for service in the actions listed above.

I understand and agree that, by designating this filing agent as the agent for service, all court notifications and confirmations and all served documents in these actions shall be directed to the e-mail address of the filing agent and not to the primary or optional e-mail addresses that I have on file with NYSCEF.

I further understand that by signing this designation I waive all rights regarding service of notifications, confirmations, and documents that are conferred in Section 202.5-b of the Uniform Rules for Trial Courts.

This designation of this filing agent as agent for service shall continue until, as to any or all of the actions listed above, I revoke it in writing on a prescribed form delivered to the E-Filing Resource Center.

This designation form shall be filed with the E-Filing Resource Center and posted on the e-docket for each of the cases listed above.

Dated:

Signature

Print Name

Firm/Department

Street Address

City, State and Zip Code

Phone

E-Mail Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

REVOCATION OF AUTHORIZATION - - AGENT FOR SERVICE

I, _____, Esq. (Attorney Registration No. _____),
am an authorized user of the New York State Courts Electronic Filing System (“NYSCEF”)
(User ID: _____) and am the attorney of record for a party in the following cases:

Caption

Index Number

(Attach additional sheets if needed)

By written authorization dated _____, I authorized and
designated _____, a filing agent user, to act as agent for service in the
actions listed above.

I hereby revoke this authorization for [] all of the above-listed cases, or [] the cases
listed below:

Caption

Index Number

This revocation form shall be filed with the E-Filing Resource Center and posted on the
e- docket for each of the cases in which the authorization has been revoked.

Dated:

Signature

Street Address

Print name

City, State and Zip Code

Firm/Department

Phone

E-Mail Address

EF-19

7/02/09

NOTICE OF HARD COPY SUBMISSION - - E-FILED CASE

(This Form Must be Annexed to Hard Copy Submissions in E-Filed Cases)

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,
- against -

Index No. _____

Defendant/Respondent.

-----X

When permitted to submit original hard copy documents in e-filed cases, indicate the reason for hard copy submission by checking the relevant box and signing below.

Non-Participating Counsel

The attached is a court original unless and until uploaded to NYSCEF.

In a **consensual** case, I am authorized to and have served on all other parties a declination of consent to e-filing on behalf of my client, a party to this case.

In a **mandatory** case, I am exempt from the requirement to e-file because I have filed with the clerk of the court where this action is pending the opt-out form required by the Rules or the court has granted my application upon good cause shown.

Participating Counsel and Participating Unrepresented Litigants

Submissions Requiring Subsequent E-Filing (filer is responsible for upload to NYSCEF)

I am submitting a proposed order to show cause and supporting papers seeking a TRO, together with the required showing that I or my client will be significantly prejudiced by giving notice. If the court directs service in hard copy only, I shall e-file these documents within 3 business days after service.

I am filing this document in hard copy under the emergency exception and am submitting the required affirmation/affidavit of explanation. I shall, as required by the Rules, e-file these documents within 3 business days thereafter.

I am filing this document in hard copy because of a technical failure on the e-filing site as defined in the E-Filing Rules. I shall, as required by the Rules, e-file these documents within 3 business days after restoration of normal operations at the site.

I am submitting an ex parte application pursuant to statute _____. If these documents are served in hard copy only, I shall, as required by the E-Filing Rules, e-file these documents within 3 business days after service.

Special Applications/Documents (filer may be responsible for upload to NYSCEF)

I am applying for an order sealing / limiting access to document(s) and I am submitting the application in hard copy form, as permitted by court protocol/procedure.

I am submitting documents for in camera review.

I am filing an exhibit that cannot be e-filed (Rule 202.5-b(d)(7)).

Dated: _____ (Address)

_____ (Signature)

_____ (Name) _____ (Phone)

_____ (Firm Name) _____ (E-Mail)

NOTICE OF HARD COPY EXHIBIT FILING

Index Number:

Pursuant to Uniform Rule § 202.5-b(d)(7), notice is hereby given that the exhibit described below:

[] was filed in hard copy only with the County Clerk of _____ County under the above referenced Index Number

or

[] will be retained by the party set forth below until the conclusion of this action/proceeding, including all appeals, and therefore will not appear in electronic form in the e-docket.

Filing/Retaining Party:

Brief Description (e.g., map, videotape, etc.)

and, in either case, has been or will be served in hard copy on all parties in this action, with proof of service filed electronically.

Dated:

Name

Firm/Department

Street Address

City, State and Zip Code

Phone

E-Mail Address

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff(s)/Petitioner(s),

Index No. _____

- against -

Defendant(s)/Respondent(s).

-----X

NOTICE TO COUNTY CLERK – CPLR § 8019(c)

By order dated _____, and entered on _____, the Court directed the County Clerk to make an entry on the docket of this matter. As required by CPLR § 8019 (c), notice of the order is hereby given to the County Clerk with the request that the County Clerk make such entry.

Dated: _____

_____ (Name)

_____ (Firm)

_____ (Address)

_____ (Phone)

_____ (Fax)

_____ (E-Mail)

Attorney(s) for _____

[THE ORDER MUST ACCOMPANY THIS NOTICE AS A SINGLE PDF]

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff(s)/Petitioner(s),

Index No. _____

- against -

Defendant(s)/Respondent(s).

-----X

**NOTICE TO COUNTY CLERK
AMENDMENT TO CAPTION**

_____, a [plaintiff/defendant or petitioner/respondent] in this case, hereby requests that
the County Clerk amend the caption to conform to the caption in the amended pleading filed as Document Number

[] by adding the following parties as plaintiff(s)/petitioner(s):

[] by adding the following parties as defendant(s)/respondent(s):

[] by adding the following parties as _____:

,

The basis for this amendment is:

- A stipulation of all parties who have appeared in this matter (copy attached); or
- An amendment as of right under CPLR § 1003.

Dated: _____

_____ (Signature)

_____ (Name)

_____ (Firm)

_____ (Address)

_____ (Phone)

_____ (Fax)

_____ (E-Mail)

Attorney(s) for _____

THIS FORM (FILED AS A COVER PAGE), A COPY OF THE AMENDED CAPTION AS IT APPEARS ON THE NEWLY-FILED PLEADING, AND ANY OTHER ACCOMPANYING DOCUMENT MUST BE E-FILED AS ONE PDF.

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____

-----X

Plaintiff/Petitioner,

Index No. _____

- against -

Defendant/Respondent.

-----X

**NOTIFICATION OF CONFIDENTIALITY ISSUE OR ERROR IN FILING AND INTENT
TO SEEK JUDICIAL RELIEF**

To the parties in this case:

1) I am:

- the filer of Document(s) numbered _____;
- a party to this action; or
- a person affected by the filing of Document(s) numbered _____.

2) NYSCEF Document(s) numbered _____ :

- contain(s) confidential information, including but not limited to trade secrets, information protected by a confidentiality agreement, or personal confidential information (also known as "CPI") as defined by court rule; or
- was/were otherwise filed in error. [Explain] _____

3) I intend to seek judicial relief to correct this filing as provided in Uniform Rule § 202.5-b(d).

Signature: _____ Date: _____

Name: _____ Phone: _____

Address: _____ E-mail: _____

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff/Petitioner,

Index No.

- against -

Defendant/Respondent.

-----X

REQUEST FOR RESTRICTED STATUS

The undersigned, having notified all parties of his or her intention to seek judicial relief to correct the filing of NYSCEF Document(s) numbered _____ because the document(s):

- contain(s) confidential information, including but not limited to trade secrets, information protected by a confidentiality agreement, or personal confidential information (also known as "CPI") as defined by court rule; or
- was/were otherwise filed in error [Explain]

hereby requests that the County Clerk, exercising his or her administrative discretion, temporarily place Document(s) numbered _____ in "restricted" status on the NYSCEF site, to be made available for viewing by court staff and the parties but not the general public as provided in Uniform Rule § 202.5-b(d).

I understand that I must file an application by order to show cause to correct the filing of NYSCEF Document(s) numbered _____ within five (5) business days of this request and that, unless otherwise directed by the court, all document(s) that were restricted per this request shall be returned to public view at the end of this five (5) day period.

I further understand that if the court extends the restricted status or seals the document(s) at issue, I will notify the County Clerk by e-filing a:

- [] Notification of Order Extending Restriction
- or
- [] Notification of Sealing

Signature:

Date:

Name:

Phone:

Address:

E-mail:

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF _____**

-----X

Plaintiff/Petitioner,

Index No.

- against -

Defendant/Respondent.

-----X

NOTIFICATION OF ORDER EXTENDING RESTRICTION

The undersigned, having sought judicial relief to correct the filing of NYSCEF Document(s) numbered _____ by filing an application by order to show cause that included a request for preliminary injunctive relief hereby notifies the County Clerk that the court has signed the order to show cause [copy attached hereto] and that the order to show cause extends the County Clerk's temporary placement of Document(s) numbered _____ in "restricted" status on the NYSCEF site until _____, to be made available for viewing by court staff and the parties but not the general public as provided in Uniform Rule § 202.5-b(d).

I understand that I must notify the County Clerk of any further order of the court that extends, terminates, or otherwise affects this restriction.

Signature:

Date:

Name:

Phone:

Address:

Email:

EF-26

12/7/17

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF**

-----X

Plaintiff(s),
-against-
Defendant(s).

**NOTICE TERMINATING
LIMITED APPEARANCE
AND PARTICIPATION IN
ELECTRONIC FILING**

Index No. _____

-----X

The undersigned attorney, having agreed to represent the homeowner/defendant(s) in this matter for purposes of the Foreclosure Settlement Conference Part only, hereby withdraws as counsel and from participation in e-filing due to the release of this matter from the Foreclosure Settlement Conference Part. Upon the e-filing of this notice, all legal representation of the homeowner/defendant(s) in this matter by undersigned counsel on behalf of _____ (firm/organization) is terminated.

Copies of any documents that may have been e-filed during the period of this limited representation are available in the County Clerk's Office.

All parties are now required to serve all documents filed in this matter upon the unrepresented defendants in hard copy at their last known address, set forth below, unless defendant(s) affirmatively choose to participate in e-filing.

(last known mailing address)

Dated: _____

(Print Attorney's Name/ Firm Address and Phone No.)

(Attorney's Signature)

This form must be e-filed and served in hard copy upon all unrepresented and non-participating parties. Proof of hard copy service must be e-filed.

-----X
NOTICE TO UNREPRESENTED PARTIES

**YOU WILL NOW BE SERVED WITH ALL DOCUMENTS IN PAPER AND YOU MUST ALSO
SERVE AND FILE YOUR DOCUMENTS IN PAPER,
UNLESS
YOU CHOOSE TO PARTICIPATE IN E-FILING.**

For more information on e-filing: 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 register for e-filing: go to www.nycourts.gov/efile-unrepresented

EXHIBIT B

Electronic Filing
Forms Approved for Use
December 2018

Forms Approved for Use in Supreme Court

Number	Name	Purpose/Description
EF-3	Notice of Electronic Filing (Consensual Case) (Uniform Rule § 202.5-b)	This form is to be served in hard copy along with commencement documents in consensual cases.
EFM-1	Notice of Electronic Filing (Mandatory Case) (Uniform Rule § 202.5-bb)	This form is to be served in hard copy along with commencement documents in mandatory cases.
EFM-1A	Notice of Electronic Filing (Mandatory Commencement Case) (Uniform Rule § 202.5-bb (a)(2)(v) and (vi))	This form is to be served in hard copy along with commencement documents in two case types authorized in several counties for mandatory commencement only (with subsequent documents to be electronically served and filed on consent).
EFM-2	Notice of Opt-Out	This form is to be filed by attorneys wishing to opt out from e-filing in mandatory cases.
EF-6	Notice of Intent to Cease E-Filing	This form is to be served and filed whenever a self-represented party who has been participating in e-filing wishes to cease participation.
EF-7	Notification for Sealing in Electronically Filed Case	This is a form by which an attorney in an e-filing action may notify the County Clerk that a sealing order has been issued in an electronically filed case.
EF-8	Certification of Signature (Judge)	This form allows a judge to add his or her signature to an e-filed document, a procedure authorized by 22 NYCRR §202.5-b(e).
EF-9	Certification of Signature	This form allows an attorney or party to add his or her signature to an e-filed document, a procedure authorized by 22 NYCRR §202.5-b(e).
EF-12	Statement of Authorization for Electronic Filing (Single Attorney/Individual Filing Agent)	This form allows a single attorney to authorize an individual filing agent to file documents on the attorney's behalf in any e-filed matter in which the attorney is counsel of record, as authorized by 22 NYCRR §202.5-b(d)(1)(i).

EF-13	Statement of Authorization for Electronic Filing (Managing Attorney/Individual Filing Agent)	This form allows a firm's managing attorney to authorize an individual filing agent to file documents on behalf of attorneys in the firm in any e-filed matter in which the attorneys are counsel of record, as authorized by 22 NYCRR §202.5-b(d)(1)(i).
EF-14	Statement of Authorization for Electronic Filing (Single Attorney/Filing Agent Entity)	This form allows a single attorney to authorize any employee of a particular filing agent entity (e.g. a lawyer's filing service) to file documents on the attorney's behalf in any e-filed matter in which the attorney is counsel of record, as permitted by 22 NYCRR §202.5-b(d)(1)(i).
EF-15	Statement of Authorization for Electronic Filing (Managing Attorney/Filing Agent Entity)	This form allows a firm's managing attorney to authorize any employee of a particular filing agent entity (e.g. a lawyer's service company) to file documents on behalf of attorneys in the firm in any e-filed matter in which the attorneys are counsel of record, as permitted by 22 NYCRR §202.5-b(d)(1)(i).
EF-16	Revocation of Authorization Single Attorney	This form allows a single attorney to revoke an e-filing authorization given to an individual filing agent or to the employees of a particular filing agent entity.
EF-17	Revocation of Authorization Managing Attorney	This form allows a firm's managing attorney to revoke an e-filing authorization given on behalf of attorneys in the firm to an individual filing agent or to the employees of a particular filing agent entity.
EF-18	Authorization of Agent for Service	This form allows an attorney to designate an agent for service of e-filed documents.
EF-19	Revocation of Authorization Agent for Service	This form allows an attorney to revoke an authorization that designates an agent for service.
EF-20	Notice of Hard Copy Submission	<p>This form is to be filed in all cases and scenarios where an attorney or an unrepresented litigant who is participating in e-filing may submit hard copy documents in an e-filed case. Counsel who are exempt from e-filing must attach the form to all hard copy submissions. Participating counsel and participating unrepresented litigants must attach the form to any hard copy submissions that fall under the seven situations set forth on the form.</p> <p>Please note: Unrepresented litigants who are not participating in e-filing are <u>not</u> required to attach this form to all hard copy documents submitted to court.</p>
EF-21	Notice of Hard Copy Exhibit Filing	This form provides notice in the e-docket that an exhibit that does not lend itself to e-filing has either been filed in hard copy with the County Clerk or is being retained by one of the parties/counsel to the action (<u>see</u> 22 NYCRR §202.5-b[d][7]).

EF-22	Notice to County Clerk – CPLR § 8019(c)	This form notifies the County Clerk whenever a court order directs the Clerk to take a certain action with respect to a case docket.
EF-23	Notice to County Clerk Amendment to Caption	This form notifies the County Clerk of amendments to a case caption that do not result from a court order.
EF-24	Notification of Confidentiality Issue or Error	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form provides notice to all parties in the case, as well as any non-party filers, of the filing error and of the intention to seek judicial relief to correct the filing.
EF-25	Request for Restricted Status	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form requests that the County Clerk place the document temporarily in “restricted” status. The form identifies the document, asks that it be placed in “restricted” status, and specifies that the party must file an application by order to show cause within 5 days of the request. It also specifies that the party filing the application will notify the County Clerk of any court order extending the restriction or sealing the document.
EF-26	Notification of Order Extending Restriction	In cases where a filer or affected party or person seeks to correct or withdraw an erroneously filed document, pursuant to 202.5-b(d)(3)(iii), this form notifies the County Clerk that a timely application by order to show cause has been made and therefore the time frame for the document’s “restricted” status has been extended to a date certain or until further order of the court.
EF-27	Notice Terminating Limited Appearance and Participation in E-Filing	This form is to be used state-wide in residential foreclosure actions where a legal services organization represents a homeowner only through the end of the mandatory conference phase of the action.