

SUPREME COURT COURT USERS

1. Court Use Only filings (IN TESTING MODE AT THIS TIME)

A new filing type option has been added to the File Court Document page: Court Use Only. This process allows a document to be added to the system for “routing purposes” only. The filer will choose this option and select the Court being filed in. An index number cannot be entered at this time. Then the user can enter the index number, select the document type and upload a document. The next page allows the user to select a routing user group that should receive this document to review along with any routing comments. The document will then show up on the To Do List for the routing user group selected. This will show up as a new To Do Item called “Review Document”. Once the document is reviewed by that group, an email will be sent back to the filing user and the process will be over.

2. File Court Document

In the new section that allows an email address to be added for notification, the button names have changed from “Add E-mail” to “Add Group or E-mail” and “Remove E-mail” to “Remove”.

3. Email Notifications

The wording “This is an automated response” has been removed from all email notifications.

4. NYSCEF Home page/Login page

A new right menu has been added that includes a link to the "Unrepresented Litigant Fact Sheet". Other links included are Contact Us, Follow NYSCEF, Follow UCS, and Request for Public Comment.

5. NYSCEF Supreme Home page

The Bulk E-File section has been removed for unrepresented litigants.

6. RJI Process

- a. If a case has a judge assigned, the “RJI Question” will no longer appear, meaning an RJI cannot be filed at that point.
- b. The email address that is entered on the RJI Information page will be validated now.

7. Program Correction - eFiling Notice

The old firm name will no longer appear on this form.

8. SCAR

- a. The filing links that appear on the My Scar Cases will now include the document type and the ER number. This should help with identifying each filing.

9. Program Correction – SCAR File Upload

Added missing “upper case” check to the code to fix the municipality consent issue.

10. Email Notifications – CC File (IN TESTING MODE AT THIS TIME)

The language has been modified for the 2 email notifications regarding the CC File process.

CC File Pending

1. Message should read: The document referred to in this notification is an order or judgment that has been uploaded to NYSCEF but has not been entered.

You may access the order/judgment by clicking the document type link (above). **NYSCEF will send out an additional e-mail notification upon entry in the office of the County Clerk.**

CC File Processed

1. Title should read: NOTIFICATION OF ENTRY OF ORDER/JUDGMENT

2. 1st paragraph should read: Please note that the above referenced order/judgment has been entered in the office of the County Clerk. The date and time of entry are indicated by the file stamp affixed to the document and displayed on the document detail page.

3. 2nd paragraph should be bold.

11. Select Case Type

The values that appear in the “Other” select box inside each category are now database driven, meaning a new type can be added without having to make coding changes.

12. User Account

Email Validation has been updated to the latest version to allow “.law” extensions

13. Program Correction - Reports

The issue with the wrong “report type” appearing on the reports has been resolved.

SURROGATE’S COURT

1. Surrogate – Inventory of Assets

The Inventory of Assets process has been updated so the value categories as per rule 207.20.

2. Surrogate – Inventory Document Types

A new main document grouping has been created for the Inventory Document Types.