

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

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Plaintiff(s)/Petitioner(s)

Index No. \_\_\_\_\_

- against -

Assigned Judge \_\_\_\_\_

Defendant/Respondent(s).

Letter Application to Convert  
Pending Action to E-Filing

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I, \_\_\_\_\_, a party in this matter, counsel in good standing representing a party in this matter, and/or counsel admitted pro hac vice, hereby respectfully request that the Court authorize the use of the New York State Courts Electronic Filing System ("NYSCEF") in this case and direct the County Clerk to convert this matter to electronic form pursuant to 202.5-b(b)(2)(iv) of the Uniform Rules of the Trial Courts.

Pursuant to 202.5-b(b)(2)(iv), I have attached proof of service of this letter application to all parties. Upon receipt of notification of the conversion of this matter to electronic form by the County Clerk, I will serve all parties with a notice of conversion to e-filing form and will file proof of that service via NYSCEF.

Dated: \_\_\_\_\_

Attorney [ ] Pro Hac [ ] Party (unrepresented) [ ]

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Attorney Representing - (Identify Party): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone#: \_\_\_\_\_

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**FOR COURT USE:**

[ ] application is **APPROVED**; and the County Clerk is directed to convert this matter to electronic form.

[ ] application is **NOT APPROVED**; \_\_\_\_\_ is directed to notify the applicant.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Hon.