## NEW YORK STATE COURTS ELECTRONIC FILING SYSTEM

## **CHANGE OF PRIMARY E-MAIL ADDRESS**

Pursuant to the rules governing electronic filing and service through the New York State Courts Electronic Filing System ("NYSCEF") in cases and proceedings in the Supreme Court, the Court of Claims, and the Surrogate's Court, electronic service of e-filed documents is made by the transmission of a document by counsel or a self-represented party to the NYSCEF site, which immediately sends an e-mail message to all e-filing participants in the case/proceeding reporting on the receipt of the document by NYSCEF and providing a link to it. The e-mail message is sent to the E-Mail Service Address of Record ("Primary Address") of each e-filing participant in the case/proceeding. It is important that this Address be accurate at all times. This Address can only be modified by request made to the NYSCEF E-Filing Resource Center. If you are an attorney or self-represented litigant who is registered as an E-Filer with the NYSCEF system and you wish to modify your Primary Address, please complete this form (please type) and send it by fax to the Resource Center at the following number: 212-401-9146.

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