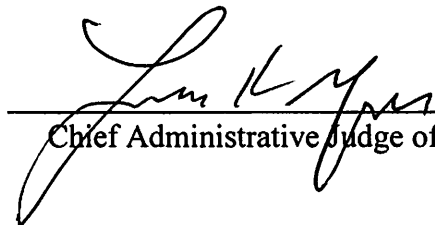


**ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, and upon consultation with and the agreement of the Administrative Board of the Courts, I hereby authorize, effective December 17, 2018, a pilot program for the consensual filing and service of documents by electronic means in civil actions commenced by electronic means in Supreme Court, Queens County, and subsequently removed to the Civil Court of the City of New York, Queens County, pursuant to CPLR §325(d). Any party to such a removed action who participated in e-filing in Supreme Court may decline to participate in e-filing by filing with the court and serving on all parties a declination of consent within 20 days of entry of the order of removal, and thereafter filing and serving documents in hard copy. Parties to any e-filed action removed to the Civil Court of the City of New York, Queens County, prior to the effective date of this administrative order may stipulate to convert that action to electronic filing as per the provisions of 22 NYCRR § 202.5-b, which shall apply to all e-filed actions in this pilot program. References to the County Clerk, the Chief Clerk of the Supreme Court, or the clerk of the court in section 202.5-b shall be deemed to mean the clerk of the Civil Court of the City of New York, Queens County. This order shall in no manner alter or diminish the rights of unrepresented litigants vis-a-vis electronic filing.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: December 5, 2018

AO/408/18