

State of New York  
Unified Court System



Lawrence K. Marks  
Chief Administrative Judge

25 Beaver Street  
New York, N.Y. 10004  
(212) 428-2100

November 22, 2017

MEMORANDUM

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LM*

Re: Implementation of Mandatory Electronic Filing in Monroe County Supreme Court – Civil Term

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I am pleased to provide the Bar and other interested persons with an update on the progress of the New York State Courts' Electronic Filing System ("NYSCEF"). As authorized under Chapter 237 of the Laws of 2015, implementation of the mandatory e-filing program in Supreme Court, Monroe County, has been proposed by the District Administrative Judge of the Seventh Judicial District and the Monroe County Clerk to take effect January 24, 2018. The Seventh Judicial District has successfully implemented e-filing programs in Supreme Court in Ontario and Livingston Counties. Additionally, Monroe County began a successful consensual program in January 2017. The implementation of the mandatory e-filing program will include all new civil actions, except:

- CPLR Art. 70 proceedings
- CPLR Art. 78 proceedings
- Election Law proceedings
- matrimonial matters
- Mental Hygiene Law matters
- consumer credit transactions as defined in CPLR 105(f)\*
- residential foreclosure actions as defined in RPAPL § 1304\*  
(\*except initial filing of commencement papers by a represented party, which is mandatory)

The District Administrative Judge of the Seventh Judicial District and the Monroe County Clerk additionally propose to modify the existing consensual e-filing program to include the seven case types listed above that are not subject to mandatory e-filing.

Persons wishing to comment on this proposal should e-mail their submissions to [efilingcomments@nycourts.gov](mailto:efilingcomments@nycourts.gov) no later than January 8, 2018. A new page has been created on the Unified Court System's website - [www.nycourts.gov/rules/efiling/](http://www.nycourts.gov/rules/efiling/) - to provide notice to the public of

proposed new or expanded mandatory e-filing programs and for posting any public comments received on such proposals. Any person who wishes to comment but lacks access to a computer may forward comments by regular mail to:

Jeffrey Carucci  
Statewide Coordinator for Electronic Filing  
60 Centre Street, Room 119 M  
New York, NY 10007

As we move forward with expanded implementation of mandatory e-filing in Supreme Court, Monroe County, please be assured that we will continue to offer training prior to and after the effective date. The NYSCEF system is intuitive and easy to use, and the training program takes about two hours to complete. Training will be offered by staff of the E-Filing Resource Center both on-line and on-site. Attorneys participating in the on-site sessions receive two CLE credits free of charge. **On-line training sessions have been scheduled for Wednesday, December 20, 2017 at 10:00 AM and 2:00 PM. The one hour on-line sessions are also free of charge, however, CLE credits are not offered for attorney participants in on-line sessions.** Information on these training sessions is available on the NYSCEF website: [www.nycourts.gov/efile](http://www.nycourts.gov/efile), or by contacting the Resource Center at 646-386-3033 or [efile@nycourts.gov](mailto:efile@nycourts.gov). Attorneys, paralegals and interested filers can register on-line for the December 20<sup>th</sup> session(s) and upcoming training sessions at these sites.

Please note that Chapter 237 continues to provide an opt-out mechanism in mandatory e-filing cases for those attorneys who certify in good faith that they lack requisite hardware, electronic connection or technical knowledge to participate in e-filing. However, Chapter 237 has changed the law so that unrepresented litigants are now automatically exempt from participating in e-filing and are no longer required to opt out. Unrepresented litigants may however choose to participate in e-filing. Information on how to do so is available at <http://www.nycourts.gov/efile-unrepresented>.

A complete list of currently authorized mandatory and consensual e-filing programs is available on the NYSCEF website "Rules and Legislation" page by clicking on the link for "Administrative Orders." E-filing represents an important advance for the courts and the legal profession in New York State. We thank you for the wonderful support and cooperation you have shown, and look forward to continuing to work closely with you as the program continues to move forward.

cc: Hon. Michael V. Coccoma  
Hon. Craig Doran  
Hon. Adam Bello  
Hon. Matthew A. Rosenbaum  
Ronald P. Younkings, Esq.  
John W. McConnell, Esq.  
Ronald Pawelczak  
Lisa Preston  
Jeffrey Carucci  
Jessica M. Cherry, Esq.