

State of New York
Unified Court System



Lawrence K. Marks
Chief Administrative Judge

25 Beaver Street
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(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 Suffolk County
Surrogate's Court

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"). The implementation of a mandatory e-filing program in Suffolk County Surrogate's Court has been proposed by the District Administrative Judge of the Tenth Judicial District and the Surrogate of Suffolk County. To date, a mandatory e-filing program has been successfully implemented in the Tenth Judicial District in Supreme Court. It is expected that this mandatory program in Suffolk County Surrogate's Court will be implemented **January 24, 2018, for newly filed probate and administration proceedings and miscellaneous proceedings relating thereto.**

Persons wishing to comment on this proposal should e-mail their submissions to 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/, 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 implementation of mandatory e-filing in Suffolk County Surrogate's Court, 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. **A training session will be held on Thursday, December 7, 2017, 10:00 AM – 12:00 PM, at the Surrogate's Court, 320 Center Drive, 2nd Floor Courtroom, Riverhead, NY 11901.** Further information on training sessions is available on the NYSCEF website: www.nycourts.gov/efile, or by contacting the Resource Center at 646-386-3033 or efile@nycourts.gov. Attorneys, paralegals and interested parties can register on-line for the December 7th session 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's "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. C. Randall Hinrichs
Hon. John M. Czygier, Jr.
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