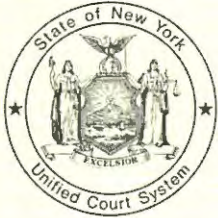


State of New York  
Unified Court System



Lawrence K. Marks  
Chief Administrative Judge

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

MEMORANDUM

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LM*

Re: **Expansion of Mandatory Electronic Filing in Supreme Court, Albany County**

Date: September 18, 2019

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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"). The expansion of mandatory e-filing in the Supreme Court in Albany County has been proposed by the District Administrative Judge of the 3<sup>rd</sup> Judicial District and the County Clerk of Albany County, **to take effect November 20, 2019**. To date, there are successful mandatory e-filing programs within the 3<sup>rd</sup> Judicial District in the Supreme and Surrogate's Courts in Albany and Sullivan Counties and in Ulster County Surrogate's Court.

As of the effective date, we are respectfully requesting the authorization to expand mandatory e-filing in **Albany County to include all new civil action, 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 3<sup>rd</sup> Judicial District and the County Clerk of Albany County 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 including the consensual e-filing of **documents filed subsequent to commencement papers** in consumer



credit transactions as defined in CPLR 105(f) and residential foreclosure actions as defined in RPAPL 1304.

Persons wishing to comment on this proposal should e-mail their submissions to [efilingcomments@nycourts.gov](mailto:efilingcomments@nycourts.gov) no later than November 1, 2019. 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, Dir., NYSC E-Filing  
Office of Court Administration  
25 Beaver Street, Room 823  
New York, NY 10004

As we move forward with the expansion of mandatory e-filing in Albany County Supreme 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 is offered by staff of the E-Filing Resource Center both on-line and on-site.

On-site training is scheduled as follows, (pre-registration is required):

**Tuesday, October 15, 2019** – 12:00 PM – 2:00 PM, 3<sup>rd</sup> JD District Administrative Office, 2500 Pond View, Castleton-on-Hudson, NY 12033.

Attorneys participating in an on-site session will receive two CLE credits free of charge. Information on 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 may register on-line for upcoming training sessions.

Please note that Chapter 237 of the Laws of 2015, 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, the law has changed regarding unrepresented litigants as they 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. Vito C. Caruso  
Hon. Thomas a. Breslin  
Hon. Bruce A. Hidley  
John W. McConnell, Chief Counsel  
Jeffrey Carucci, Director of E-Filing  
Beth Diebel, District Executive  
Charles Diamond, Chief Clerk  
Jessica Cherry, Esq.  
Mindy Jeng, Esq.