

Commencement of Tax Certiorari proceedings using the NYS Courts Electronic Filing System 2020 Instructions

With the 2020 Tax Certiorari filing period upon us, the Electronic Filing Resource Center of the New York State Unified Court System will once again make its highly efficient electronic filing system (“NYSCEF”) available for authorized attorneys to file 2020 Tax Certiorari petitions electronically, to commence proceedings within the five boroughs of New York City.¹

Required NYSEF User ID: All NYSCEF users are required to register and obtain a NYSCEF ID and password. If you do not have a NYSCEF user ID, follow the instructions located on the NYSCEF homepage at www.NYCourts.gov/efile and select the “Create Account” option. You must have a user ID prior to applying for “activation” for uploading petitions via the “Tax Cert Data Upload” link.

2020 User ID Application Deadline: To ensure receipt of a user ID required to commence proceedings for the 2020/2021 tax year, the required documentation (discussed below) must be received by the NYSCEF Resource Center by **Friday October 9, 2020 at 5:00p.m.** In addition to a required user ID, the “Tax Cert Data Upload” link can be utilized only if a timely filed, fully executed “2020 Stipulation Consenting to Filing Tax Certiorari Petitions By Electronic Means” is received by the NYSCEF Resource Center along with a “*Request for Activation Form*” (discussed below).

Please be sure to follow the submission process below to ensure review and return of submitted Stipulations from the Law Department.

2020 Stipulation Consenting To Filing Tax Certiorari Petitions By Electronic Means

Completion Instructions: The New York City Law Department (“City”) is willing to stipulate to the electronic filing of tax certiorari petitions in ALL counties within the City of New York for the 2020 filing season. A Stipulation, in a form amenable to the City, along with exhibits is included herein. *Please do not request a blank Stipulation from the Law Department.* It should be noted that execution of ONE Stipulation permits filings in ALL counties within the City of New York. A copy of the Stipulation will be filed in each authorized county within the City by the NYSCEF Resource Center.

City 2020 Stipulation Deadline: The City will entertain Stipulations received at the email address listed below on or before **Friday October 2, 2020 at 5:00p.m.** Stipulations received after the October 2, 2020 deadline will not be considered. Please be certain to note the execution date on the Stipulation.

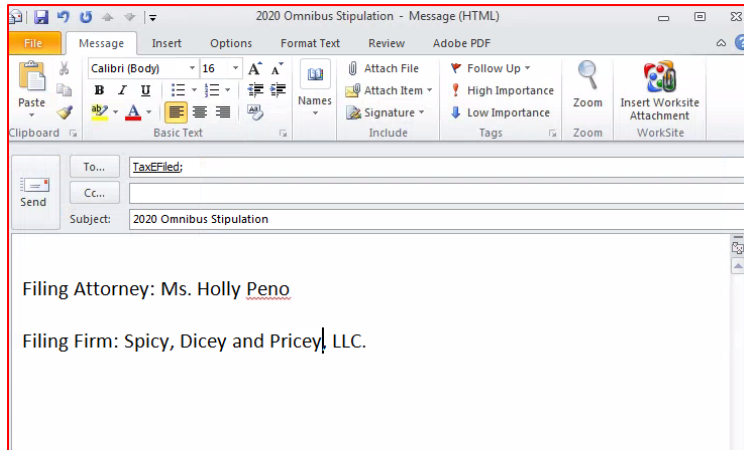
Email Delivery To the Law Department: The Covid-19 Crisis has required the majority of Law Department staff to work remotely. Accordingly, executed Stipulations will not be accepted by mail, overnight delivery, or by hand to the Law Department. All 2020 Stipulations must be delivered to the Law Department via email at TaxEfiled@law.nyc.gov.

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¹ The program is administered by the NYSCEF Resource Center through its cooperation with the New York City Law Department. Questions concerning the e-filing process (and only the process) should be addressed to the NYSCEF Resource Center. For example, the Resource Center can advise you how to use the e-filing system. The NYSCEF Resource Center is not permitted to amend e-filed petitions (e.g. change the block and lot or petitioner’s name) or answer questions of a legal nature related to efiled tax certiorari proceedings. General certiorari-related information can be found at <https://www1.nyc.gov/site/law/public-resources/tax-certiorari-information.page>. If you have additional e-filing questions, you may e-mail the Law Department at TaxEfiled@law.nyc.gov allowing 7-10 business days for a response. The Department is not permitted to give legal advice. Please consult with an attorney familiar with tax certiorari law for questions of a legal nature.

Before sending your email to the TaxEfiled@law.nyc.gov address, please make sure that your email is formatted as follows:

- The Subject Line of the email should indicate “2020 Omnibus Stipulation”.
- The body of the email should include the name of the filing attorney and law firm, if any, that should be associated with the petitions that will be filed pursuant to the Stipulation attached to the email.
- The following is a sample email containing the identifying information noted above:



The identifying information in the body of the email is especially important if multiple Stipulations will be submitted from the same email address. For example, where an attorney emails a Stipulation to file in his/her capacity as an associate at a firm AND also emails a Stipulation so that he/she can file as an individual, please make that distinction clear in your emails to ensure that all Stipulations are timely reviewed and returned to the correct email address.

All Stipulations that are timely received by email at the above address and executed by the City will be *emailed* back to sender’s email address. Please do not call the Law Department to check on the status of your submitted Stipulation. If your Stipulation is not returned to you within 4 business days, please forward your original submission by email to TaxEfiled@law.nyc.gov and adding the word “STATUS” somewhere on the subject line of the email. Remember:

- *The filing attorney must be sure to sign the Stipulation.*
- *The filing attorney is responsible for ensuring timely delivery to the Court.*

NYSCEF E-FILING AUTHORIZATION ACTIVATION

Once you have a NYSCEF user ID you must complete a “*Request for activation form*” (attached in e-mail) with the fully executed “2020 Stipulation Consenting to Filing Tax Certiorari Petitions By Electronic Means” and deliver together to the NYSCEF Resource Center.

- Upon receipt of the fully executed 2020 Stipulation, the filing attorney must deliver it either by fax, or as an attachment to an email, **along with** the “*Request for activation form*”. The Subject Line of the email should indicate “2020 Omnibus Stipulation”.

NYSCEF Resource Center
Fax:(212) 401-9146
Email: nyscef@nycourts.gov

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