

## MEMORANDUM

To: Members of the  
Matrimonial Bar and  
Self Represented  
Litigants in Matrimonial  
Actions -Kings County

From: Hon. Jeffrey Sunshine, Statewide Coordinating Judge of Matrimonial  
Cases

Re: E-Filing Links and Resources Matrimonial Matters

Date: May 18, 2020

As a result of the Chief Administrative Judge's Order dated May 8, 2020 (AO/98/20-A) counties that have already had electronic filing for civil matters filed in Supreme Court, now will also participate in consensual e-filing through NYSCEF. Thus in the future once we resume new filings both uncontested and contested matrimonial matters in Kings can be e filed on consent. Presently existing cases can also be e filed. Further instructions are below as to how to convert a case.

Attorneys who wish to file documents in jurisdictions which already had e filing in civil matters must do so electronically via the New York State Courts Electronic Filing System (NYSCEF). The former Electronic Document Delivery System (EDDS) may no longer be used to file applications or other documents in the counties that have e filing except as specifically provided for herein. In those Counties which have not resumed in court operations the restriction on new filings continues.

"E-filing" is a convenient means of filing and serving legal documents electronically via NYSCEF. Electronic filing offers many benefits to attorneys practicing in Supreme Court. Attorneys can easily file and serve papers at any time from any place via the NYSCEF system. (<https://iapps.courts.state.ny.us/nyscef/SupremeHome>)

Multiple attorneys or self-represented litigants working on a case can view the file

simultaneously and do so from different locations. Storage of papers is simplified, and expenses reduced. Fees can be paid on-line with a credit or bank card. The system provides immediate e-mail notice of all filings, including filing of all orders, judgments, and decisions, which will be available on-line. The system is easy to learn and simple to use. There is no fee for use of the system – whether for filing documents, accessing the e-docket, serving documents through NYSCEF, or printing documents from it, irrespective of the number of documents involved – though regular filing fees must of course be paid. In order to file a new application or other document in an already pending matter the case must first be converted to e-filing.

The process to convert a “hard-copy” case to electronic filing is easy and set forth below:

1. Cases originally commenced in hard copy form may be converted to electronic filing upon consent. A party seeking to file papers must endeavor to obtain the consent of the other party or parties. Upon consent, all parties must sign a *Stipulation and Consent to E-File* form

<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/stipulation.and.consent.pdf>

2. The *Stipulation and Consent to E-File* form should be filed with the Office of the County Clerk using the Electronic Document Delivery System (EDDS)

<https://iapps.courts.state.ny.us/nyscef/SpecialDocumentTransferHome?id=41>

3. The following links can be utilized to access information and instructions:

For attorneys and non-attorney filers converting a paper matter to E-filing and E-filing Basics using the EDDS system

<http://wowza.nycourts.gov/vod/WowzaPlayer.php?source=oca&video=2020-matrimonialrecordingfiler2.mp4>

In those jurisdictions that require permission to file a new matter to be deemed essential a new category has been added "Emergency Applications related to Coronavirus - Matrimonial" This case type will allow a filer to send an application to any court that has e-filing and it will be secured during the review process pursuant to DRL 235.

For more information or questions about registering for e-filing contact the NYSCEF Resource Center at [efile@nycourts.gov](mailto:efile@nycourts.gov)

cc:

Hon. Lawrence Knipel

Hon. Ellen Spodek

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Donna Farrell  
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