

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

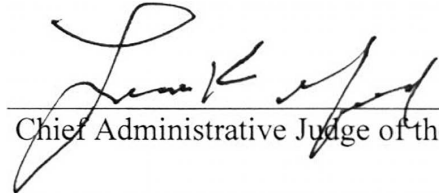
Pursuant to the authority vested in me, and at the direction of the Chief Judge, I hereby promulgate, effective April 20, 2020 and until further order, the following additional procedures and protocols to mitigate the effects of the COVID-19 outbreak upon the judicial officers, staff, and users of the Unified Court System.

A. Digital copies of orders, decisions, judgments and other decrees by judges and justices of the Unified Court System shall be accepted for filing purposes by all courts and clerical officers of the Unified Court System (including County Clerks acting as clerks of court) when presented for filing through (1) uploading to the UCS New York State Courts Electronic Filing (NYSCEF) system by the signatory judge or by an authorized court user at the direction of the signatory judge; (2) UCS electronic mail transmission originating at the UCS email address of the signatory judge (or a member of the signatory judge's chambers staff), through authorized UCS staff intermediaries (if any), with ultimate delivery to the Clerk or County Clerk charged with filing the document; or (3) such other secure system of electronic document delivery as the Chief Administrative Judge shall approve.

B. Such digital copies may be signed by the issuing judge or justice by any of the following methods:

1. a UCS Division of Technology approved electronic signature system with two-factor authentication (Exh. A), as previously authorized under Administrative Orders AO/138/16, AO/117/17, and AO/343/18;
2. a commercial electronic signature program for application to pdf documents through Adobe or Foxit, provided the e-signature includes, inter alia, the printed name of the signer and the date and time of signature (Exh. B);
3. a hand-written signature made directly upon a pdf or Word document through the signer's computer, phone, or other electronic device;
4. a hand-written signature upon a hard copy of the document that is subsequently scanned, photographed, or otherwise converted to a digital image;
5. an image of a signature affixed upon a pdf or Word document through the signer's computer, phone, or other electronic device; or

6. in issuing temporary orders of protection, or in matters where exigent circumstances prevent signing by any other method, the application of an “/s/ <name of judicial signatory>” on the signature line of the document.
- C. The signatory judge or justice shall strive to employ the most secure method of electronic signature as circumstances allow.
- D. In the event that any Clerk or County Clerk has concerns over the validity of a digital copy of order, judgment or decree electronically signed and presented for filing, that Clerk or County Clerk, or a designee, may contact the signatory judge directly and confirm the validity of the document and electronic signature prior to accepting it for filing.
- E. These methods of electronic signature are authorized on a temporary basis, and will be reviewed and circumscribed promptly at the conclusion of the COVID-19 public health emergency.



Chief Administrative Judge of the Courts

Dated: April 20, 2020

AO/86/20

## **EXHIBIT A**

**SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY**

PRESENT: HON. JANE DOE

PART

*Justice*

-----X

CLARK KENT,

Plaintiff,

- v -

PETER PARKER,

Defendant.

-----X

INDEX NO. 999999/2018

MOTION DATE \_\_\_\_\_

MOTION SEQ. NO. 001

**DECISION + ORDER ON  
MOTION**

The following e-filed documents, listed by NYSCEF document number (Motion 001) 5, 6, 7, 8, 9, 25, 32, 39, 40, 41, 42, 44, 46, 49, 50, 52, 53, 54, 59, 60, 61, 62, 64

were read on this motion to/for \_\_\_\_\_.

Upon the foregoing documents, it is

4/19/2020

DATE

CHECK ONE:

APPLICATION:

CHECK IF APPROPRIATE:

CASE DISPOSED

GRANTED

SETTLE ORDER

INCLUDES TRANSFER/REASSIGN

DENIED

NON-FINAL DISPOSITION

GRANTED IN PART

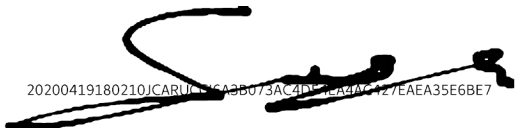
SUBMIT ORDER

FIDUCIARY APPOINTMENT

OTHER

REFERENCE

20200419180210JCARU...CA3B073AC4D...7E440C427EAEA35E6BE7



**HON. JANE DOE**

## **EXHIBIT B**

xx/xx/2020

DATE

Jane Doe

Digitally signed by Jane Doe  
DN: CN=Jane Doe, E=JDoe@mycourts.gov  
Reason: I am the author of this document.  
Location: your signing location here  
Date: 2020-04-18 13:10:09  
Font: PhantomPDF, Version: 9.5.0

Hon. Jane Doe