

TIOGA COUNTY PROTOCOL FOR CASE FILINGS
NEW YORK STATE ELECTRONIC FILES (NYSCEF) effective May 2018

Attorneys seeking general information about the New York State Unified Court System's electronic filing program (NYSCEF) are advised to consult the *User's Manual* and *FAQs*, which may be found on the New York State Unified Court System's website www.NYcourts.gov under the heading "e-Filing."

1. Cases Eligible for consensual E-Filing

Starting **May 23, 2018**, all **Tioga County Supreme Court** cases may be commenced electronically.

2. Filing of Papers Generally

- a. **Index Numbers:** All e-filed case index numbers will be assigned by the Clerk's Office upon the commencement of a case and will be formatted as follows: **YYYY-6XXXX**. The index number must be referenced on all e-filed documents and correspondence.

- b. **Court fees:** Court fees in e-filed cases must be paid online with the NYSCEF system using a credit card. The document is not considered to have been filed until payment of the fee has been tendered (see CPLR 304).

3. Requests for Judicial Intervention (RJI): The RJI will be submitted via the NYSCEF system along with any required RJI addendum forms. When the RJI is filed and the fee paid online, the Tioga County Clerk's Office will electronically forward the RJI and any accompanying documents to the Tioga Supreme Court Clerk's Office for assignment and processing. Counsel will receive notification of Judge assignment via the NYSCEF system.

4. Hard Copy filings: Any papers to be filed with the court in an e-filed case must be filed online with the E-filing system except where a special exemption is granted (e.g., oversized maps, photographs). If such an exemption is granted, Form, "*Notice of Hard Copy Submission - E-filed Case*," must be attached to such documents or forms which are not filed online. Also, "*Notice of Hard Copy Exhibit Filing*" must be completed and uploaded to the action's e-file. Both of these forms may be found on the NYSCEF website and will NOT be provided upon request.

5. Correspondence: Correspondence may be filed and transmitted to other parties via the NYSCEF system. There is an email link available in every NYSCEF case to send

items to counsel. However, any papers or correspondence that the court or attorneys would not ordinarily file with the Tioga County Clerk in a hard-copy case need not be filed on the NYSCEF system unless otherwise directed by the assigned justice.

6. Filing errors/corrections: If there is an error or an additional document is required, the system will notify the filing party, who will make the corrections/additions and resubmit them online.

7. Working Copies of E-filed Documents:

- a. Tioga Supreme Court justices **DO** require working (courtesy) copies of any filing greater than 25 pages. The Tioga County Clerk's Office will NOT accept the working copies. Working copies must be sent directly to the assigned justice's chambers at the following addresses:

Hon. Eugene D. Faughnan: Broome County Courthouse, P.O. Box 1766, Binghamton, New York 13902

Hon. Gerald A. Keene: 16 Court Street, P.O. Box 307, Owego, New York 13827.
- b. A copy of the *Confirmation Notice*, generated by the NYSCEF system at the time a document is e-filed, must be attached to the front of every working copy provided to chambers. If the *Confirmation Notice* is missing, the copy will not be accepted.
- c. Courtesy copies do not become part of the official court record as maintained by the Tioga County Clerk's Office and will be destroyed by chambers at the disposition of the case. In the event that counsel fails to file a document via NYSCEF, the document will not be part of the court record.

8. Technical Failures: When filing by electronic means is hindered by a technical failure (as set forth in Uniform Rule §202.5-b(h)(3)(i)), a party may file a hard copy with the County Clerk. With the exception of deadlines that by law cannot be extended (e.g., a statute of limitations or the deadline for filing a Notice of Appeal), the time for filing of any document that is delayed due to technical failure of the NYSCEF system will be extended for one day for each day on which such failure occurs, unless otherwise ordered by the court. A "*Notice of Hard Copy Filing Submission - E-filed Case*" must accompany any documents not filed via NYSCEF.

[Rules for Consensual E-Filing](#)

9. Motions on Notice:

- a. Appearances are required on all motions in Tioga Supreme Court, except for Tax Certiorari and Foreclosure matters unless otherwise requested or directed by the assigned justice. See individual court rules at: [Uniform Civil Procedural Rules](#)
- b. All exhibits in e-filed cases must be e-filed individually as *separate attachments*. A description of each exhibit is required. A single letter or number referencing the exhibit is insufficient.
- c. If the motion is the first filing in an action, the case will be assigned and counsel will be notified by the Supreme Court Clerk's Office via the NYSCEF system of the assigned justice and return date.
- d. If the motion is on a previously assigned case, counsel may choose a return date from the assigned justice's motion term schedule. See schedule of Tioga Supreme Court motion dates at: [Tioga County Supreme Court motion dates](#) If the date is unavailable, the Supreme Court Clerk's Office will assign the motion to the next available motion term date and will notify counsel via e-mail. The change will also appear in the notification generated by the NYSCEF system.
- e. Cross-motions, opposition and reply papers must be submitted online. Any courtesy "working" copies, if required (see Section B7 of these rules), must be provided directly to the assigned justice. Fees must be paid on all cross motions. *Additional papers relating to motions must be e-filed at least two business days prior to the return date, excluding the return date.*
- f. Motions and Orders to Show Cause are assigned a sequence number by the system. Counsel must be sure that cross motions and other filings correspond with the correct sequence number so that a cross motion will not be associated with the wrong original motion.
- g. For information regarding requests for adjournments, please contact the assigned justice's Chambers.
- h. Decisions and/or orders on motions in an e-filed case will be signed in hard copy by the assigned justice. Original orders and decisions will be uploaded to NYSCEF either by chambers or by the Tioga County Clerk's Office. Parties will receive notifications of the filing

from NYSCEF. (Original orders and decisions will not be sent to counsel for filing).

10. Orders to Show Cause:

- a. Proposed Orders to Show Cause and supporting papers may be filed online.
- b. In instances where a party, because of exigent circumstance, does not wish to provide advance notice to an adversary of a proposed Order to Show Cause by filing the Order to Show Cause with supporting papers on NYSCEF (which generates an e-mail message to the parties), the proposed Order to Show Cause and supporting documents may be submitted in hard copy to the Tioga County Clerk's Office. Form EF-20, "*Notice of Hard Copy Filing Submission - E-filed case,*" must accompany the hard copy of the Order to Show Cause. After signature, the original order to show cause must be filed with the Tioga County Clerk's Office for uploading to NYSCEF.
- c. Any additional papers or documents on an e-filed case which are presented directly to the assigned justice on any Order to Show Cause must be filed online in NYSCEF as soon as possible following the motion or Order to Show Cause.

11. Procedures Regarding Service: Please see NYSCEF User Manual Section IV(M) "Service of Commencement Papers" and VIII "Service through the NYSCEF System."

12. Sealing of Documents

- a. As with hard copy files, if a party wishes to have a paper or file sealed in an e-filed case, the party must proceed in accordance with the Uniform Rules for the Trial Courts (NYCRR).
- b. Once a sealing order is granted, any documents filed in hard copy must be uploaded to the sealed NYSCEF file. The County Clerk will contact the filer to make arrangements for upload. Depending upon the size of the PDFs, the filer can email the PDFs to an email address designated by the County Clerk or mail a CD-ROM containing the PDFs. Any questions on this procedure should be addressed to the Tioga County Clerk's Office at (607) 687-8660.

13. Notice to the County Clerk: If an order filed in a case on the NYSCEF

system requires the Tioga County Clerk to take action, including but not limited to the sealing of an existing record, discharging a mortgage, or amending a judgment, NYSCEF Form EF-22 "*Notice to County Clerk - CPLR 8019(c)*" must be uploaded to the case.

14. Notice of Entry:

- a. The Tioga County Clerk will file orders electronically and such filing will constitute entry of the order. The County Clerk will transmit an e-mail message to all filing users on the case notifying them that the order has been entered. Such notice does not constitute service of Notice of Entry by any party.
- b. Notice of Entry is served by a party as follows: the party transmits electronically to all parties to be served the notification received from the Tioga County Clerk, along with an express statement that the transmittal constitutes Notice of Entry.

15. Judgments and the Judgment *Roll*:

- a. Once the Tioga County Clerk has taxed costs and disbursements and has in hand a signed judgment, the County Clerk's Office will stamp the judgment with their file stamp and scan the judgment to the system. This constitutes entry. The County Clerk will then transmit an e-mail message to all filing users on the case notifying them that the judgment has been entered. This notice does not constitute service of notice of entry by any party (see Notice of Entry 11(b)).
- b. The filing fee for a default judgment is \$45. For e-filing, use document type, "Clerk Default Judgment (Proposed)."
- c. When the judgment is approved the judgment will be entered on the County Clerk docket, then later uploaded to NYSCEF, at which time the notification will be sent. This notice does not constitute service of notice of entry by any party. (See Notice of Entry, Section 12).
- d. Orders that can be countersigned by the Tioga County Clerk as a judgment will be reviewed and uploaded by the County Clerk.
- e. If any problems are detected, the County Clerk will communicate with the filer by phone, e-mail or a return/correction thru NYSCEF. Tioga County does not require the submission of EF-8, *Certification*

of Signature (Judge).

16. Notices of Appeal and Appeal Papers

- a. Party(ies) wishing to file a Notice of Appeal must file online with NYSCEF.
- b. The other parties to the case may be served online in the manner described above. Proof of service must also be filed online.