

HON. JOHN C. CHERUNDOLO
E-FILING RULES AS OF 2/28/12

E-Filing Rules and Protocols

All parties should familiarize themselves with the statewide E-Filing Rules (Uniform Rules §§ 202.5-b and 202.5-bb) which are available at www.nycourts.gov/efile and the Onondaga County E-Filing Protocol which is available at www.nycourts.gov/courts/5jd/onondaga/supremecounty/index.shtml

General questions about e-filing should be addressed to the E-Filing Resource Center at (646)386-3033 or efile@courts.state.ny.us

Specific questions relating to local procedures should be addressed to Terri Fox at (315)671-1037.

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders, proposed judgments, and letters, must be electronically filed through NYSCEF.

Working Copies

A court may require the submission of “working copies” of electronically filed documents. See Uniform Rule § 202.5-b(d)(4).

This Part does not require working copies.

This Part does not require working copies but may request working copies in specific instances.

This Part requires working copies for all electronic submissions.

This Part requires working copies for:

- motion submissions
- proposed orders to show cause
- proposed orders/judgments
- stipulations
- transcripts
- letters

Working copies shall be delivered to:

Chambers

- Part Clerk [specific types listed here]
 [Other office] [specific types listed here]

All working copies submitted to this Part **must include a copy of the NYSCEF Confirmation Notice firmly fastened as the front cover page** of the submission and comply with other requirements set forth in the Onondaga County Protocol. Working copies without the Confirmation Notice will not be accepted.

Working copies are to be delivered no later than 10:00 a.m. on the first business day following the electronic filing of the document on the NYSCEF site.

Hard Copy Submissions

We will reject any hard copy submissions in e-filed cases unless those submissions bear the Notice of Hard Copy Submission – E-Filed Case required by Uniform Rule § 202.5-b(d)(1). The form is available at www.nycourts.gov/efile.

Scheduling

Counsel/parties should address questions about scheduling appearances or adjourning appearances to Chambers at (315) 671-1090.