

7th District Surrogate's Courts

Hard filing Doc Requirements (for E Filing) by County

<u>County:</u>	<u>Certified Death Certs:</u>	<u>Wills:</u>	<u>Req for Action Form:</u>
CAY	EFiled image with hard copy of certified DC on all estate types	E-file image of copy, with hard filing of <u>un-stapled</u> orig that is date stamped and uploaded to NYSCEF by the court	Yes
LIV	EFiled image with hard copy of certified DC on all estate types	No will image required by the e-filer, with the court uploading to NYSCEF upon the hard filing of the original	Yes
MON	EFiled image <u>only</u> , with no hard filed copy*	EFile image of original with hard filing of original**	Yes
ONT	Efiled image <u>only</u> , with no hard filed copy*	EFile image of original with hard filing of original**	Yes

WAYNE	EFiled image <u>only</u> , with no hard filed copy*	EFile image of original with hard filing of original**	Yes
SEN	EFiled image with hard copy of certified DC on all estate types	E-file image of copy, with hard filing of <u>un-stapled</u> orig that is date stamped and uploaded to NYSCEF by the court	Yes
STE	Efiled image with hard copy of certified DC on all estate types	Efile image of original, with hard copy to follow. If unstapled for uploading, then affidavit needed	Yes
YATES	Efiled image with hard copy of certified DC on all estate types	No will image required by the e-filer, with the court uploading to NYSCEF upon the hard filing of the original	Yes

NOTE:

- * Scanned image of both side of the certified death certificate needed for small estate proceedings
- ** For any counties that require EFiled images of the original will, this rule can be ignored if there is any concern regarding a possible will contest, in which case, the original will should be hard filed only, after which the court staff will load to the NYSCEF record.

January 2014