

PART RULES- Hon. Charles Apotheker, A.J.S.C

E-Filing Rules and Protocol

All parties should familiarize themselves with the statewide [E-Filing Rules](#) (Uniform Rule §§ 202.5-b and 202.5-bb – available at www.nycourts.gov/efile) and the Rockland County E-Filing Protocol.

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 **the Chief Clerk's Office (845) 483-8310**.

Electronic Filing

All civil actions approved for e-filing in Judge Apotheker's part are to be filed through the New York State Courts E-Filing system (NYSCEF). All submissions to the Court, including proposed orders, proposed judgments, and letters, must be electronically filed.

Working Copies

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

Working copies shall be delivered to the Rockland Chief Clerk's Office.

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 1 working copy for all electronic submissions.

This Part requires working copies for:

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

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

Working copies are to be delivered no later than 3:00 p.m. on the first business day following the electronic filing of the document on the NYSCEF site.

Hard Copy Submissions

Part 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 the Part Clerk, Senior Court Clerk Robert Rolle, at (845) 483-8350.