



Electronic Document Delivery System

To further the NYS Unified Court System's efforts to confront the COVID-19 public health emergency by converting to Virtual Court Operations, NYSCEF has developed **EDDS (the Electronic Document Delivery System)**.

The system provides a secure means for attorneys and other stakeholders in court proceedings to transmit digitized documents (in pdf format) to the Court. Through a transaction commenced on a UCS web portal, users are able to (1) enter basic information about the matter; (2) upload one or more pdf documents; and (3) upon successful delivery, automatically alert a court clerk that the court has received an item that requires their attention.

It is important to note that delivery of documents to the court using EDDS does not constitute service on any other party, nor are the documents considered filed upon receipt. This document is intended to provide guidance to users both on the general use of EDDS and protocols specific to New York City Criminal Court.

Part 1: Instructions for Users Submitting Documents to the Court

ACCESSING THE EDDS WEB PORTAL

EDDS is accessible through a link prominently displayed on the court's public web site at <https://www.nycourts.gov/>

Electronic Document Delivery System (EDDS)

The UCS has made available a system of secure document transmission by court users to judges, clerks of court, and other UCS offices around the State. This system, known as the Electronic Document Delivery System (EDDS), may also be used for filing of documents **in pending cases** in courts where NYSCEF is not available. EDDS may be used by attorneys, unrepresented persons, and other court users. For more information on this system, view the [EDDS Notice](#) and the [EDDS FAQs](#).

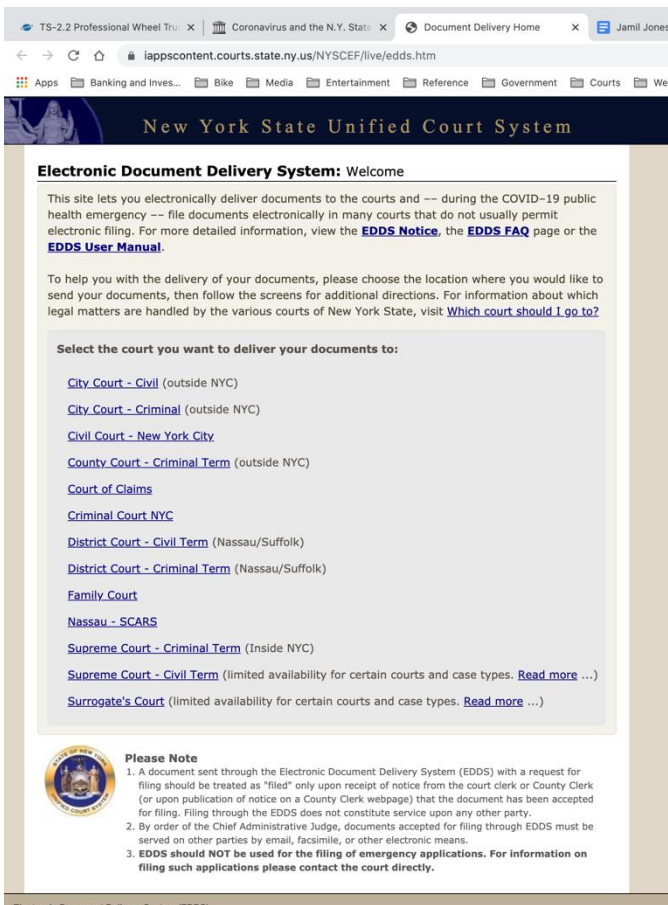
EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.

(If you do not have a lawyer, you may visit the [CourtHelp](#) website or the [DIY \(Do-It-Yourself\) Forms](#) page for helpful information about the legal process and legal documents.)

[Send a Document with EDDS](#)

By clicking the link to "[Send a Document with EDDS](#)" the user will be routed to the "Welcome" screen for the Electronic Document Delivery System (screen shot on next page).

On the EDDS Welcome page, the user should click [“Criminal Court NYC”](#)



The screenshot shows the 'Electronic Document Delivery System: Welcome' page. At the top, there is a navigation bar with the text 'New York State Unified Court System'. Below this, the page title is 'Electronic Document Delivery System: Welcome'. The main content area contains a paragraph explaining the system's purpose during the COVID-19 public health emergency, followed by a list of links for various court types. A 'Please Note' section at the bottom provides important instructions regarding document filing.

Electronic Document Delivery System: Welcome

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#).

To help you with the delivery of your documents, please choose the location where you would like to send your documents, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)


Select the court you want to deliver your documents to:

- [City Court - Civil](#) (outside NYC)
- [City Court - Criminal](#) (outside NYC)
- [Civil Court - New York City](#)
- [County Court - Criminal Term](#) (outside NYC)
- [Court of Claims](#)
- [Criminal Court NYC](#)
- [District Court - Civil Term](#) (Nassau/Suffolk)
- [District Court - Criminal Term](#) (Nassau/Suffolk)
- [Family Court](#)
- [Nassau - SCARS](#)
- [Supreme Court - Criminal Term](#) (Inside NYC)
- [Supreme Court - Civil Term](#) (limited availability for certain courts and case types. [Read more ...](#))
- [Surrogate's Court](#) (limited availability for certain courts and case types. [Read more ...](#))

Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

On the “Getting Started” page, the user will find a User Manual, FAQ and the EDDS Notice. By clicking “Next” you will be brought to the [NYC Criminal Court Information Screen](#)



The screenshot shows the 'Electronic Document Delivery System: Getting Started' page. It includes a 'Please Note' section at the top, followed by 'Step 1: Getting the Documents Ready' which lists resources like CourtHelp and Forms. 'Step 2: Delivering the Document' provides a numbered list of instructions for the user. A green 'Next' button is visible at the bottom of the main content area.

Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#). Otherwise, follow the instructions below and click Next to continue.

Step 1: Getting the Documents Ready

EDDS does not create or fill out court papers, like a Petition or Motion. If you have not created or filled out your court papers and need information or forms:

- Visit the [CourtHelp](#) website to see if there is a [DIY \(Do-It-Yourself\) Form](#) available for your case
- Find a court form from the [Forms](#) website
- [Find a lawyer](#) for help

IMPORTANT: The documents must be saved as a PDF file to use this system.

Step 2: Delivering the Document

In the screens that follow, you will be asked to:

1. Enter your contact information. The court will use this to contact you and is not shared with anyone else.
2. Check the box if you are requesting that the documents be filed by the court clerk.
3. Select the court you want to deliver your documents to.
4. Pick the kind of case your documents are for.
5. Upload the document you are sending. You can upload more than one PDF document.
6. Electronically deliver the documents to court.

[Next](#)

Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means, or in the counties set forth in AO/114/20 Exh. A, parties can serve by electronic means or by mail.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

Electronic Document Delivery System: Enter Your Information

Court Type: **Criminal Court NYC**

Please enter your contact information below. This information will not be shared with the general public. A confirmation email will be sent to the email address you enter. * Required fields

First Name * Middle Name Last Name *

Organization/Agency/Firm Name * - OR - I do not have a lawyer

Phone Number (enter as 123-456-7890) *

Email Address *

Party You Are Representing (enter your name if you don't have a lawyer) *

Party Role (e.g., petitioner, plaintiff, respondent, etc.) *

Case Number *

Case Title *

Motion Number (if applicable)

Reason for sending documents *

(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")

FILING: I request that the document(s) I am sending be filed by the court or County Clerk

Cancel

Next

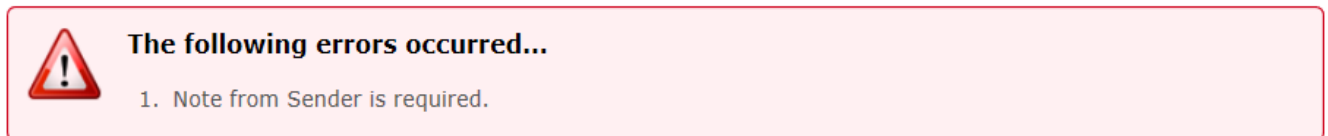
IMPORTANT NOTES ABOUT THE INFORMATION SCREEN:

1. If the document being submitted is an application that will result in a virtual court appearance or conference (i.e. a writ or motion), the court will assume that the information provided on this screen can be used to contact the attorney that will be

appearing on the matter. The phone number and e-mail address provided here will be copied directly onto the part calendar by the clerk reviewing the application.

Protocol: Regardless of who submits a document on behalf of an agency, law firm or legal service organization, the contact information provided on this screen **MUST** be that of the attorney or representative that intends to appear when the matter is called into the record.

2. Fields marked with a red asterisk (*), are required fields and must be completed for the user to continue to the next step of the transaction. Leaving a required field blank will cause the user to receive an error message alerting them which field has been omitted:



The last text field on the Information Screen titled “Reason for sending document” is a required field. This would be an ideal place to provide any special notes or information that the sender would like to convey to the court.

3. At the bottom of the screen there is a check box through which the user can request that the document being sent be “filed” by the court or County Clerk:

I request that the document(s) I am sending be filed by the court or County Clerk

It is important to understand that checking this box does not of itself constitute filing of the document. Checking the box will alert the court that the sender is requesting that the document be accepted for filing. While reviewing the document, a court clerk will determine whether the document is suitable for filing and advise the sender in a subsequent e-mail notification (to be covered later in the guide).

SELECTING A COURT

After completing the Information Screen, the user will be directed to “Select a Court.” The user should select the appropriate County Criminal Court in which they are seeking to send the document. In this example, Kings County Criminal Court was chosen.

Electronic Document Delivery System: Select a Court

Select the court from the list below, then click Next.

Court (scroll if you don't see your court)

Bronx County Criminal Court (EDDS)
Kings County Criminal Court (EDDS)
New York County Criminal Court (EDDS)
Queens County Criminal Court (EDDS)
Richmond County Criminal Court (EDDS)

Cancel

Next

SELECTING A CASE TYPE

Once the court has been selected, the user will be directed to a screen to select their “Case Type.” Criminal Court “Case Types” are used to route the document to the clerical staff that work in the office in which the document will be processed.

Electronic Document Delivery System: Select Case Type

Court: **Kings County Criminal Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

Case Type
AP1F
AP2/AP3/APY2
APAR6 (Red Hook)/APY1/AP7
ASC/Cashier/Compliance
Central Clerks Office
DWI/DV1/TRP2
Jury
STEP/MBTC

For example, in an attorney wished to file a motion on a case where the next court appearance was scheduled in Part AP3, the user would select the case type “AP2/AP3/APY2.” This corresponds with the back office staff responsible for accepting the motion and delivering

it to the correct judge. If a supervised release provider wanted to submit a compliance letter to the judge in DV1, they would select the case type “DWI/DV1/TRP2.” If a defendant wanted to submit a letter requesting information or a certificate of disposition on a closed case, they would select the case type “Central Clerks Office.” EDDS will sort the documents based on the Case Type selected by the user, causing each document to be routed to the appropriate back office staff for review.

ATTACHING PDF DOCUMENTS FOR SUBMISSION

The next step is for the user is to select the document type and attach the documents:

The screenshot shows a web browser window with the URL `iapps.courts.state.ny.us/nyscef/AddSubsequentDocuments`. The page header includes the text "New York State Unified Court System" and "Electronic Document Delivery System: Attach PDF Documents for Uploading". Below the header, the court is identified as "Kings County Criminal Court (EDDS)" and the case type as "AP2/AP3/APY2". A instruction reads: "Select a document type from the drop-down menu and attach your PDFs. * Required fields".

Main Document

Document Type *

- ANSWER
- CERTIFICATE OF COMPLIANCE (DISCOVERY)
- CERTIFICATE OF READINESS
- COMPLIANCE UPDATE (IID MONITOR)
- COMPLIANCE UPDATE (OTHER)
- COMPLIANCE UPDATE (SUPERVISED RELEASE)
- DECLARATION OF DELINQUENCY
- ELECTRONIC MONITORING UPDATE
- JUDICIAL SUBPOENA-
- LABORATORY ANALYSIS, TEST RESULTS, DIR
- MOTION-
- SUPPORTING DEPOSITION

Attach your PDF (Max size 100 MB) **Exhibit Number/Letter** (if applicable)

Choose File No file chosen

Document Description

Document 4

Each case type (selected on the previous screen) contains a distinct drop-down list of selections for “Document Type”. The user will need to select the most appropriate document type from the list and click “Choose File” to attach a pdf document saved to their device.

This screen contains enough space to submit a “Main Document”, and up to four additional pdf documents. If the user needs to submit more than five documents, there is an option at the bottom of the screen to “Add More Documents”.

REVIEW YOUR INFORMATION

After clicking “Next” to submit your document(s), the user will be presented with a summary screen enabling them to review the information they have entered (screen shot on next page):

Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

1. To change your contact information, click the “Change My Information” link below
2. To change the court, case type, or documents, you MUST click cancel and start over

Court: **Kings County Criminal Court (EDDS)**
Case Type: **AP2/AP3/APY2**
Document(s) ID: FXEVVG

Your Information
Name: **John Doe**
Organization/Agency/Firm Name: **NY Public Defenders**
Email Address: **jchowdhury@nycourts.gov**
Phone: **917-123-4567**
Represented Party: **Jane Lane**
Party Role: **Defendant**
Case Number: **1234567**
Case Title: **Jane vs Wade**
Reason for sending documents: **Copy of papers requested by the judge**

[Change My Information](#)

Documents Ready to be Sent
To view a document, click the Document Type link

Document	Fee
CERTIFICATE OF COMPLIANCE (DISCOVERY)	\$0.00
Total Fees	\$0.00

If all your information is correct, click the button below to send the documents listed above.

The user can edit their information prior to submission by clicking “Change My Information” if an error is discovered, and then complete the transaction by clicking “Submit Documents” or “Cancel”.

However, if the wrong document is attached, the user must cancel and start a new transaction.

CONFIRMATION E-MAIL

Once the transaction is complete, an e-mail notification will be sent to the e-mail address provided by the user while submitting the documents. This e-mail will confirm receipt of the document(s), and that they have been routed to a “To Do List” awaiting action by a court employee.

The e-mail will include a unique six-digit document identifier displayed in red in the body of the e-mail:

Sender Information

Document(s) ID: FXEVVG

Case Number: **1234567**

Case Title: **Jane vs Wade**

Motion Number:

Name: **John Doe**

Organization/Agency/Firm Name: **NY Public Defenders**

Represented Party: **Jane Lane**

Party Role: **Defendant**

Phone Number: **917-123-4567**

Email Address: **jchowdhury@nycourts.gov**

Note: **Copy of papers requested by the judge**

Documents Received

Document	Received Date
CERTIFICATE OF COMPLIANCE (DISCOVERY)	07/09/2020

The user should save this e-mail for their records, as it may be necessary to reference the document identifier in future communications with the court.

The court clerk reviewing the document will receive an e-mail advising them that a document requiring their attention has been received. They will have the option of returning the document for correction or approving the document and taking appropriate action to process it.

Once the document/application has been processed by court staff, a second e-mail notification will be sent to the e-mail address provided by the user.

Please Note:

CERTIFICATE OF DISPOSITION/DOCUMENT REQUESTS

At this time, we are accepting requests for no fee Certificates of Disposition from assigned counsel on behalf of specified clients and fee exempt agencies. Attorneys and agencies should submit these requests on agency/law firm letterhead.

We are working to process Certificates of Disposition that require a fee in the near future

TIME SENSITIVE APPLICATIONS

All time sensitive applications, such as search warrants, and any applications that relate to the arraignment process, such as complaints and warrants should continue to be submitted and process through the arraignment back office.

Part 2: Instructions for Court Staff

LOGGING INTO EDDS TO PROCESS DOCUMENTS

The EDDS account log in site is accessible over the internet at the following link:

<https://iapps.courts.state.ny.us/nyscef/Login>

Once an account established, court employees will be able to access EDDS using the same username and password associated with all other UCS applications, such as Outlook and Kronos.