



# Electronic Document Delivery System

In response to the COVID-19 public health emergency and the expansion of “virtual” court operations, the Unified Court System has initiated a program to transmit digitized documents (in pdf format) to UCS courts, County Clerks, and other court-related offices around the State. The Electronic Document Delivery System (“EDDS”) allows users, in a single transaction, to (1) enter basic information about a matter on a UCS webpage portal page; (2) upload one or more pdf documents; and (3) send those documents electronically to a court or clerk selected by the user. Upon receipt of the document(s) by the court, the sender will receive an email notification, together with a unique code that identifies the delivery. More detailed instructions for sending or filing documents through EDDS may be found on the [EDDS FAQ](#) page.

Users/Senders should keep several important points in mind when using this system:

1. EDDS May be Used to File Papers with Certain Courts: At the direction of the Chief Administrative Judge, EDDS can be used to deliver documents for filing with certain courts— including some Family Courts, Criminal Courts, Supreme Courts, the Court of Claims, Surrogate’s Courts, District Courts, CityCourts – and is also being piloted in some town and village courts.

To use the system for filing, the sender must simply check a box on the sender information screen, complete the sending of the document(s) to the appropriate court through the EDDS system, and pay any required filing fee by credit card. The clerk’s office will review the document(s) for sufficiency and, if the clerk determines that filing prerequisites have been met, accept them for filing purposes. In the event that a clerk’s office has accepted and filed a document received through EDDS, the sender will be notified of that fact by email or publication on a public database. *If no email or published notification is issued indicating that the document has been accepted for filing, the sender should not assume that the filing has occurred. The sender may contact the clerk’s office to inquire about the status of a proposed filing.*

2. EDDS is Not a Substitute for E-filing or NYSCEF: Please note that, although EDDS may be used for filing in various courts, it does not replace and may not substitute for filing under the New York State Courts Electronic Filing System (NYSCEF). Therefore, it should not be used in matters where NYSCEF is available on either a mandatory or consensual basis. (Counties and case types where NYSCEF is available are listed on NYSCEF’s [Authorized for E-Filing](#) page.)

3. EDDS Delivery is not “Service” on Other Parties: Finally, unlike NYSCEF, delivery of a document through EDDS does not constitute service of the document on any other party. If service is required, the sender must serve by some other means.

In sum, EDDS is a document delivery portal that complements the UCS electronic filing system and which, upon completion and together with NYSCEF, will allow remote and immediate delivery of digitized documents throughout the Unified Court System.

# **Part 1: Instructions for Users Submitting Documents to the Court**

## **PREPARING YOUR DOCUMENTS TO SEND TO THE COURT**

When uploading a document into EDDS, your document must comply with the following:

- PDF/A
- Text Searchable
- 1-inch margins
- Resolution of 200 dots per inch
- Flattened (if multi-layered)
- NOT password-protected or encrypted
- NOT contain any objects
- NOT have long file name

EDDS requires that all submitted documents conform to PDF/A specifications. EDDS will not accept documents that contain open action tags or JavaScript. If these specifications are not met, those documents may not be accepted.

## **NOTE ABOUT CIVIL SUPREME COURTS**

E-Filing via NYSCEF is available in **most** Civil Supreme Courts. In the Courts with available NYSCEF programs, the only document available to send/file via EDDS is a “Stipulation and Consent to E-Filing” and the “Stipulation and Consent to E-Filing” will be the only case type available in these courts.

## **ACCESSING THE EDDS WEB PORTAL**

EDDS is accessible through a link displayed on the court’s public web site at [www.nycourts.gov](http://www.nycourts.gov).

### **[COURTHELP](#) -**

*When you don't have a lawyer.*

### **[COVID-19 TEST RESULT FORM](#) -**

*Use if you have tested positive for Covid-19 & visited a courthouse.*

### **[EDDS](#) -**

*Electronic Document Delivery System.*

### **[LEGAL ASSISTANCE](#) or [LEGAL RESEARCH](#)**

### **[VIRTUAL COURT APPEARANCES](#) -**

*Learn how to appear online or by phone.*

*(You are prohibited from recording video or audio, or taking photos or screenshots during a virtual proceeding).*



By clicking the link to "[EDDS](#)", the user will be routed to a Welcome screen where they will be asked to choose the court they want to send their documents to.



## New York State Unified Court System

### 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?](#)



**Do you want to send the court a copy of your **HARDSHIP DECLARATION**?**

[View Instructions](#)

#### 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](#)

[New York City County Clerks](#)

[Supreme Court - Criminal Term](#) (Inside NYC)

[Supreme Court - Civil Term](#) (limited availability for certain courts and case types. [Read more ...](#))



**Are you filing a Stipulation & Consent to E-Filing?**

If you are filing this document in the courts listed below, please log into [NYSCEF](#) to file.

For instructions on how to file, view our instructions on how to [Submit a Stipulation via NYSCEF](#).

- **Bronx County Supreme Court**
- **New York County Supreme Court**
- **Queens County Supreme Court**

[Surrogate's Court](#) (limited availability for certain courts and case types. [Read more ...](#))

Once the court is selected, the user is brought to a *Getting Started* page with additional information about how the process works. The user will click Next to continue.



## New York State Unified Court System

### Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- to 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.



#### Are you filing a Stipulation & Consent to E-Filing?

If you are filing a Stipulation & Consent to E-Filing document in the courts listed below, please log into [NYSCEF](#) to file. Otherwise, you can continue submit your documents here.

**Bronx County Supreme Court, New York County Supreme Court, Queens County Supreme Court.**

Next

Once the user views the steps for the process, the user is brought to a data collection page prompting them to enter some basic information about themselves and the matter about which they are submitting documents



## New York State Unified Court System

### Electronic Document Delivery System: Enter Your Information

Court Type: **Supreme Court Civil Term**

**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.

#### Sender's Name

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 \*

(For example: Index, Indictment, Docket Number, or CSMS #. If there is no case number assigned, please enter "not assigned" in this field.)

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 REQUEST:** I request that the document(s) I am sending be filed by the court or County Clerk. I also understand that a document sent via EDDS with a request that it be filed, should be treated as "filed" only upon receipt of notice from the court or County Clerk (or upon publication of a notice on a County Clerk webpage) that the document has been accepted for filing.

Cancel

Next

## **IMPORTANT NOTES ABOUT THE DATA COLLECTION SCREEN:**

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



### **The following errors occurred...**

1. Note from Sender is required.

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

2. 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:

**FILING REQUEST:** I request that the document(s) I am sending be filed by the court or County Clerk. I also understand that a document sent via EDDS with a request that it be filed, should be treated as "filed" only upon receipt of notice from the court or County Clerk (or upon publication of a notice on a County Clerk webpage) that the document has been accepted for filing.

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 or County Clerk will determine whether the document meets the usual filing standards and is suitable for filing and will advise the sender by sending an e-mail notification (to be covered later in the guide).

## **SELECTING A COURT**

After completing the Information Screen, the user will be directed to a screen to identify the court they are filing to.

**New York State Unified Court System**

**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)

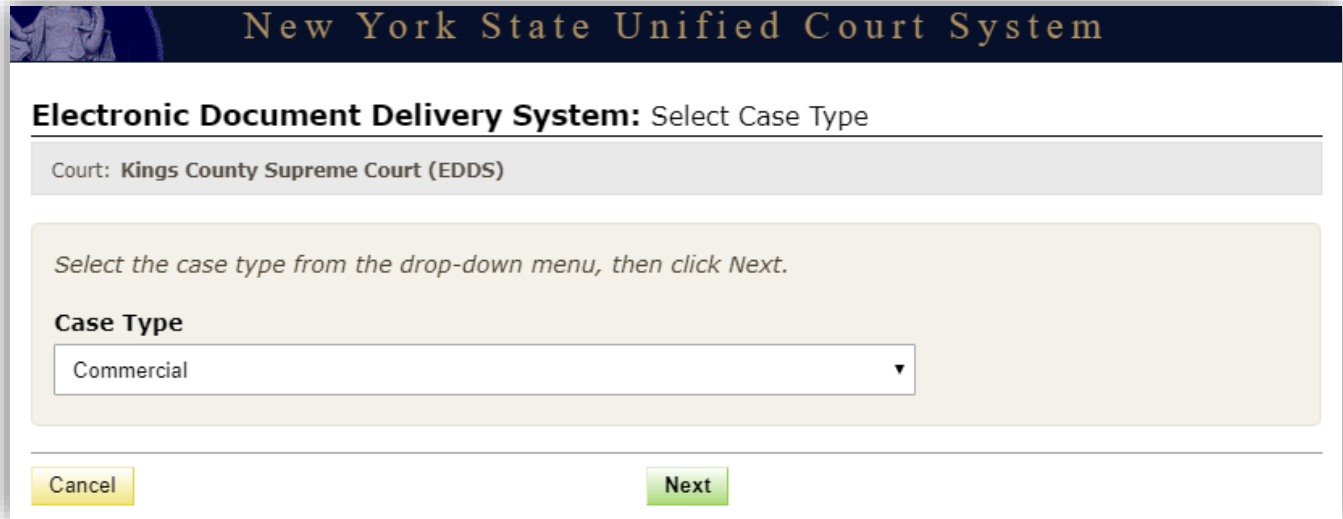
- Albany County Supreme Court (EDDS)
- Allegany County Supreme Court (EDDS)
- Bronx County Supreme Court (EDDS)
- Cattaraugus County Supreme Court (EDDS)
- Cayuga County Supreme Court (EDDS)

Cancel Next



## **SELECTING A CASE TYPE**

After completing the Select Court screen, the user will be directed to a screen to select an appropriate “Case Type”. Court case types may be limited or expansive. The Case Types included on the list are representative of the types of applications that the court is entertaining at this time. Note that these lists may be updated as courts expand procedures in EDDS.



**New York State Unified Court System**

**Electronic Document Delivery System: Select Case Type**

Court: Kings County Supreme Court (EDDS)

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

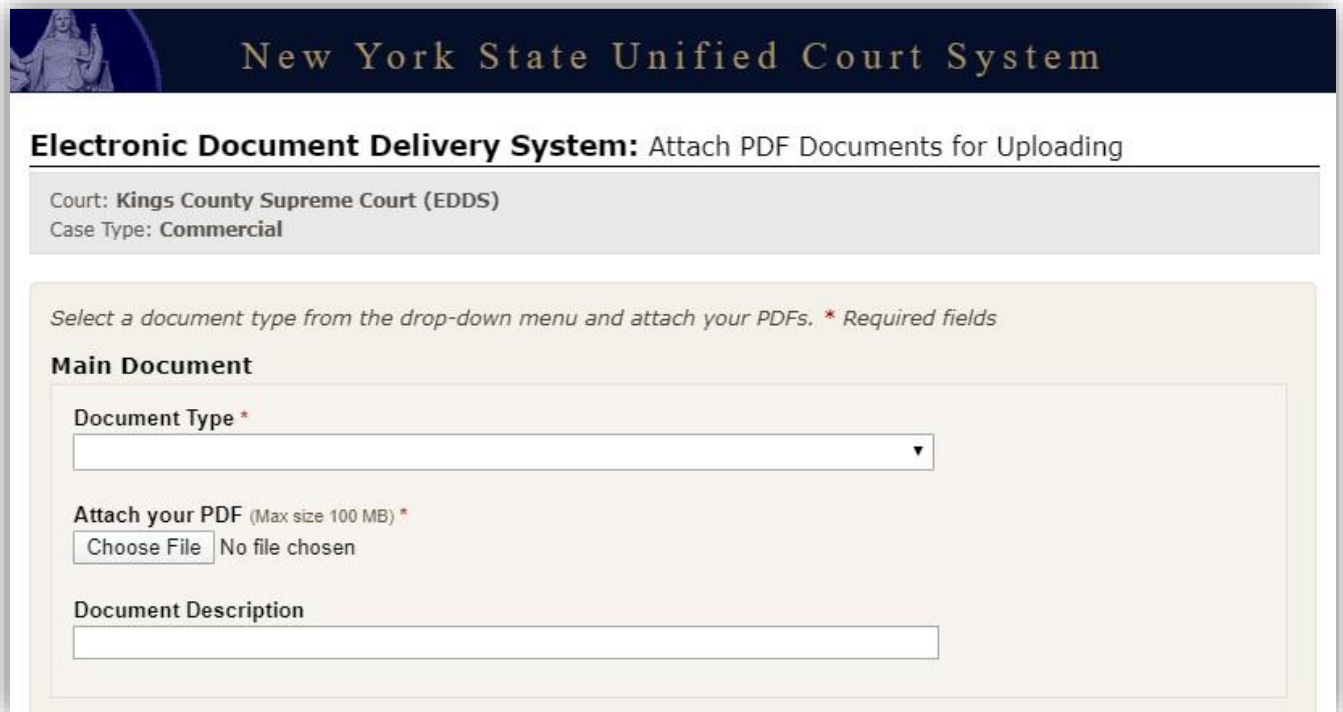
**Case Type**

Commercial ▼

Cancel Next

## **ATTACHING PDF DOCUMENT TO SEND**

After selecting the “Case Type”, the sender will be presented with a drop-down menu of documents to select from.



**New York State Unified Court System**

**Electronic Document Delivery System: Attach PDF Documents for Uploading**

Court: Kings County Supreme Court (EDDS)  
Case Type: Commercial

Select a document type from the drop-down menu and attach your PDFs. \* Required fields

**Main Document**

Document Type \*  
▼

Attach your PDF (Max size 100 MB) \*  
Choose File No file chosen

Document Description  
\_\_\_\_\_

In some courts the case type (selected on the previous screen) will contain a distinct drop-down list of selections for “Document Type”. The user will need to select the most appropriate document type from the list.

Once the document type is selected the user should click “Browse” or “Choose File” to attach the appropriate pdf document saved to their device.

**NOTE:** If the selections included on the drop-down list do not include a title appropriate to the document being submitted, the user should choose “DOCUMENT – OTHER” if available, or the most general option on the list. Where a document includes the label “other” in its title, a description must be entered in the field provided. It is very important to include that information so that the receiving court can easily identify the type and purpose of the document.

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. 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". If "Change My Information" is selected, this will take you back to the "Enter Your Information" page to update the previous entered data. However, you cannot edit the court, case type, or the document. If changes are needed to those items, the user must cancel and start over. The user must also read through and check the filing Acknowledgment checkbox to proceed to the next page.



## New York State Unified Court System

### **Electronic Document Delivery System: Review & Send Documents**

**Your documents are not submitted yet.** Please agree to the acknowledgment, then click the Send Documents button. If you need to make corrections to your contact information, click the "Change My Information" link. To change the court, case type, or documents, you MUST click cancel and start over.

#### **Case Information**

Court: **Kings County Criminal Court (EDDS)**  
Case Type: **Pending Case**

#### **My Information**

Name: **Sarah A Casey**  
Email Address: **scasey@nycourts.gov**  
Phone: **518-123-4567**  
Represented Party: **John Brown**  
Party Role: **Petitioner**  
Case Number: **123456/2020**  
Case Title: **John Brown vs. Patty Brown**  
Reason for Sending Documents: **per judge request**  
Filing: **I would like my document(s) to be filed**  
Representation: **I do not have a lawyer**

[Change My Information](#)

#### **Documents Ready to be Sent**

To view a document, click the **Document Type** link

Document	Fee
<a href="#">MOTIONS-</a>	\$0.00
<b>Total Fees</b>	
<b>\$0.00</b>	

#### **Acknowledgment**

**I acknowledge that I have read and that I agree and understand the following:**

1. Any 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.
2. Sending a document through the EDDS does not constitute service upon any other party. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by electronic means or by mail.
3. If I am an unrepresented party (that is, I don't have an attorney representing me in this case), I understand that I can use EDDS to send documents to the court, so long as I inform the court and other parties that I wish to use this method. I understand that, if I use EDDS, I must serve all such documents on other parties by mail, email, or other electronic means.
4. EDDS should NOT be used for the delivery of emergency applications except for the following:
  - a. In a Family Court that has been authorized to receive such applications delivered via EDDS. (If authorized in a court, a specific matter/case type or document will be available on that courts drop-down menu)
  - b. In a court where the Judge specifically directs the use of EDDS for that purpose.

Cancel

Send Documents

## **THANK YOU PAGE AND CONFIRMATION E-MAIL**

Once the sending is complete, a “Thank you” page will be displayed with important information. The same information will be immediately transmitted in an e-mail notification to the e-mail address provided by the user on the data collection page. This e-mail will confirm receipt of the document(s), and that they have been sent for review, awaiting action by a court employee.

The e-mail will include a unique six-digit document(s) ID displayed in the body of the e-mail:

### **Thank You**

Your documents have been sent to the court you selected. You will receive an e-mail notification when your documents have been received. Please use the document(s) ID below when referencing this submission.

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

Case Type: **Pending Case**

**Document(s) ID: E7OTXK**

#### **Information Received**

Name: **Sarah A Casey**

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

Phone: **518-123-4567**

Represented Party: **John Brown**

Party Role: **Petitioner**

Case Number: **123456/2020**

Case Title: **John Brown vs. Patty Brown**

Reason for sending documents: **per judge request**

Filing: **I would like my document(s) to be filed**

Representation: **I do not have a lawyer**

#### **Documents Sent**

Document

MOTIONS-



#### **Receiver Contact Information**

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

Phone Number: **(646) 386-3033**

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

**NOTE:** This email address is for correspondence only, no documents will be accepted through this email address.

Print

Send Another Document

The user can print out the “Thank You” page or email.

**IMPORTANT:** The sender must save the Thank You page or the e-mail for their records, as it may be necessary to reference the document identifier in future communications with the court.

Once the court receives notice of the document they will review and will have the option of returning the document for correction or approving the document and taking appropriate action to process, and if appropriate File the document(s).

If the document(s) is accepted for Filing a second e-mail notification will be sent to the e-mail address provided by the user. This notice will include a comment from the court employee that reviewed it, which will include critical information about the outcome of the submission – see one example below of a notice that a sender may receive.



**Kings County - Supreme Court (Criminal Term)**

**Comment Added to Case**

**05/01/2020**

**Comment from Court User - Brian McAllister**

---

We have received your requested and forwarded it to the judge's chambers. The judge will contact you directly regarding the date and time of the conference.

If you do not receive information from the court, you may contact the court at the email address found on the notification of receipt.

NOTE – that email address should never be used to send documents to the court, it is for correspondence purposes only. Where a document includes the label “other” in its title, follow the instructions to enter a description in the field provided.