

HON. HUGH A. GILBERT
E-FILING RULES rev 09 15 2015

E-Filing Rules and Protocols

All parties should familiarize themselves with the statewide E-Filing Rules 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@nycourts.gov. Specific questions relating to local procedures should be addressed to the Court Clerk, Diane Helbig (315)671-1041.

Electronic Filing

For any e-filed cases, all submissions to the Court, including proposed orders, proposed judgments, and letters directly addressed to the Court, 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).

Justice Gilbert requires working copies for all electronic submissions. Working copies shall be delivered to chambers:

Hon. Hugh A. Gilbert, JSC
Dulles State Office Building, 10th Floor
317 Washington St.
Watertown, NY 13601

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)785-7918.