Converting a Matter into NYSCEF

(Creating an Interlocutory Case)

The following instructions guide the court employee through the steps of converting a case, that was originally a paper case, into NYSCEF. The court employee will convert the case based on a fully-exectuted EF-10 Form (Stipulation and Consent to E-filing) delivered through EDDS.

Begin by going to www.nycourts.gov/efile and click on "EDDS Court Processing" to log in.

Welcome to NYS Courts Electronic Filing (NYSCEF)

NYSCEF is a program that permits the filing of legal papers by electronic means with the County Clerk or appropriate court and offers electronic service of papers in those cases. Before filing, view the **authorized courts and case types** for NYSCEF.

To e-file without an attorney, visit our _Unrepresented Litigants_ website.

⚠️ **1. RESOURCE CENTER STAFF ARE UNABLE TO ANSWER PHONES AT THIS TIME**
Please email all inquires to: efile@nycourts.gov and we will respond as soon as possible

Thank you in advance for your Patience.

🏛 E-Filing Login

Appellate Court	**Supreme Civil Court**
Court of Claims	**Surrogate Court**
NYC Civil Court	**EDDS Court Processing**
325d transferred matters ONLY	_(Court Use Only)_

Log in to your account.

Login
🛈 Help

This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts. See our Authorized Courts and Case Types page.
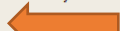
⚠️ **1. RESOURCE CENTER STAFF ARE UNABLE TO ANSWER PHONE AT THIS TIME**
Please email all inquires to: efile@nycourts.gov and we will respond as soon as possible
Thank you in advance for your Patience.

Log in to My Account

User Name (or Registration Number *)
`cclerk1`

Password
`••••••••••••`

Log In

Forgot your User Name or Password?

Create an Account
Create an account and start filing documents electronically

Create Account

–OR–

You can search for cases and documents as a guest.

Search as Guest

Click on "To-Do List" on the "Clerks" Menu.

Welcome

E-filing in New York state is authorized for certain case types in certain counties and courts. View all **Authorized Courts and Case Types**.

The e-Filing Resource Center offers **Free Hands-On Training** for this website.

File Documents	Cases	Clerks	My Account
> Appellate Court	> My Court's Cases	> To-Do List	> Account Settings
> Civil Court	> SCAR Search	> Locked To-Do Items	> Logout
> Court of Claims	> Case Search	> Reports	
> Supreme Court		> File Court Document	
> Digital Submission		> Admin Menu	
		> EDDS Search	

Select your EDDS Court from the "Court" drop-down Menu and the appropriate "User Group." You may use "Sort By" option to group all your Stipulations and Consent to E-File together. Click on "Approve Document" to begin to process the document.

To-Do List   🏠 Home

Court
New York County Supreme Court (EDDS) ⌄

User Group
CC-Intake (EDDS) ⌄

Sort By
Document Type ⌄

Find To-Do Items   Return to Home Page

Bulk Edits: Select All   Deselect All

To process a To Do Item, click on the **Item** link   58 Items

Item Payment	Claim # Case Type	Received Date	Document Type	Caption	User Group
Approve Document	Supr-New York10 ...on and Consent to E-Filing	05/08/2020 11:56 AM	STIPULATION AND CONSENT TO E-FILING	New York County Supreme Court (EDDS) -v- Stipulation and Consent to E-Filing	CC-Intake (EDDS)
Approve Document	Supr-New York10 Stipulation and Consent to E-Filing	05/08/2020 11:56 AM	STIPULATION AND CONSENT TO E-FILING	New York County Supreme Court (EDDS) -v- Stipulation and Consent to E-Filing	CC-Intake (EDDS)

Click on the Document "Stipulation and Consent to E-Filing."

Documents Sent

NOTE: By selecting the stamp checkbox for any document listed, you will be applying the date this document was received by EDDS to the document image as the officially FILED date.

Document	Fee
STIPULATION AND CONSENT TO E-FILING	$0.00
SAMPLE 05/08/2020 11:56 AM	
Total Fees	**$0.00**

The PDF of the Stipulation will open up. Be sure to review the Stipulation that it is properly completed. It is also important to review the form to ensure that all the contact information, especially the email addresses, is included in the contact information for the parties. Save the PDF on your computer. You will need this document when you convert the case to NYSCEF. Once the PDF of the Stipulation is saved, close that window. You will return to the To-Do Item Processing Page. At the bottom of that page, click on the "Cancel & Lock" Button. By selecting this option, you will lock to the To-Do Item (which shows that you are working on this item and that it cannot be processed by another court user).

IF the Stipulation and Consent to E-Filing needs to be returned to the filer, you may click the "Return/Remove Document" button and indicate what is defective with the document. The filer will be instructed to send a new document, starting the submission process from the beginning.

| Cancel | Cancel & Lock | ...ard | Return/ Remove Document | Process | Process All Listed Documents |
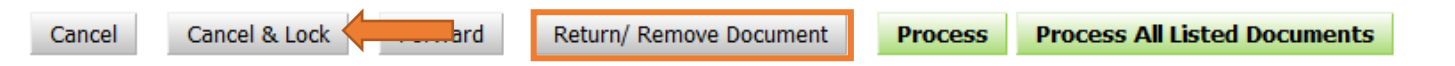
GO TO your database that maintains the case's minutes and also save, in PDF format, a copy of the minutes.

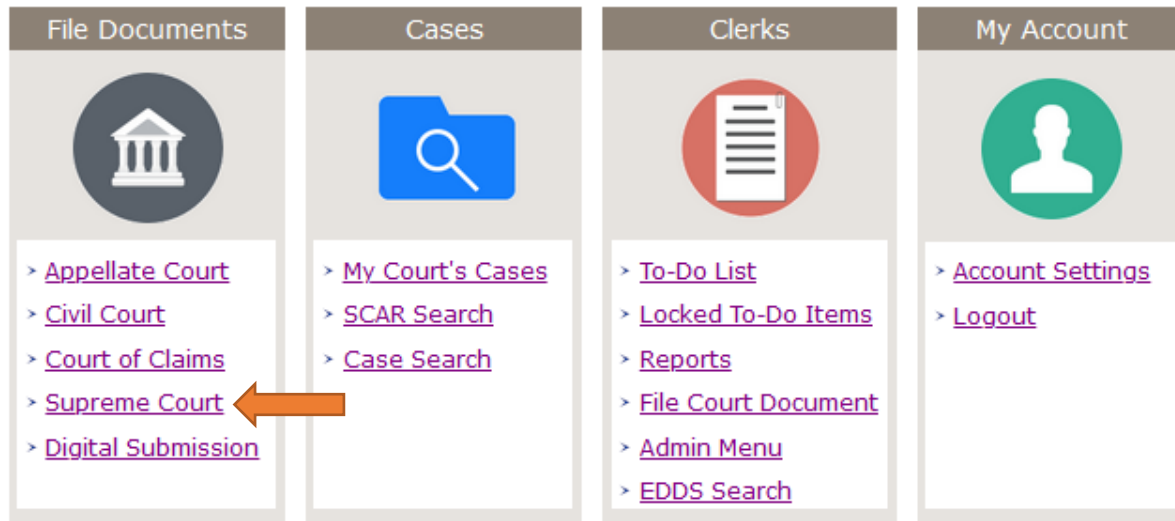Return to the NYSCEF Hompage by clicking on "New York State Courts Electronic Filing"

New York State Unified Court System

NYSCEF - New York State Courts Electronic Filing

On the NYSCEF homepage, click on "Supreme Court" on the File Documents menu.

Welcome

E-filing in New York state is authorized for certain case types in certain counties and courts. View all **Authorized Courts and Case Types**.

The e-Filing Resource Center offers **Free Hands-On Training** for this website.

File Documents	Cases	Clerks	My Account
› Appellate Court	› My Court's Cases	› To-Do List	› Account Settings
› Civil Court	› SCAR Search	› Locked To-Do Items	› Logout
› Court of Claims	› Case Search	› Reports	
› Supreme Court		› File Court Document	
› Digital Submission		› Admin Menu	
		› EDDS Search	

Click "Start Interlocutory."

Supreme Court E-filing

Use this page for filing documents into Supreme Court.
All e-filed documents must conform to the **NYSCEF Document Requirements**.

New Cases

- **Start a New Case**

- **Start Interlocutory**

Existing Cases

- **File to an Existing Case**

- **File Court Document**

Select your court from the drop-down menu. Click "Next."

e-File: Select a Court

e-Filing is authorized for certain case types in certain counties and courts
If the case type you wish to file does not appear, contact the Electronic Filing Resource Center.

Courts

Monroe County Supreme Court

Nassau County Supreme Court

New York County Supreme Court

Niagara County Supreme Court

Oneida County Supreme Court

Cancel   Next

As you progress through these instructions, be sure to use the "Cancel," "Previous" and "Next" buttons on the bottom of each page to navigate through the screens.

Cancel   Previous   Next

Select the Case Type of the case. Once selected, click "Next."

e-File: Select Case Type   Previous   Help

Case Summary
Court: **New York County Supreme Court**

Instructions
1. **Choose the Case Type below that most accurately describes the case you are about to commence.**
2. Where "Other" is permitted under a category, you must specify the Nature of Action in the Specify field.
3. If you are not able to select a Case Type below, that Case Type is currently not open in this court. Contact NYSCEF for more information.

Commercial
- ○ Business Entity (corporations, partnerships, LLCs, etc)
- ● Contract
- ○ Insurance (where insurer is a party, except arbitration)
- ○ UCC (sales, negotiable instruments)
- ○ Other Commercial *(Select an option)*

Matrimonial
- ○ Contested
- ○ Uncontested

Does this case involve children under 18 years of age?
○ Yes ○ No

Torts
- ○ Asbestos

Enter the Case Number (Index Number) and assigned Judge (if applicable). Click "Next."

The options of "Notify Judge" and "Notify Judge Group," if marked, will send either a notification to the Judge or the Judge group that this matter has been assigned to the selected Judge.

e-File: Enter Case Information

Case Summary
Court: **New York County Supreme Court**
Case Type: **Commercial - Contract**

Enter Case Information

Case Number *
100000/2020

Judge

☐ Notify Judge ☐ Notify Judge Group

Cancel   Previous   **Next**

Next, you must enter the party names, creating the caption. You must use one line for each party name. For each line, you have the option of entering the party's individual name (using the First, Middle and Last name fields) OR using the Business/Organization Name field for business entities.

If the party has additional information, other than their name (like an AKA, FKA, DECEASED or other information), click on "Add Other Name/Status." Another field will open under that party's line for you to add the additional party information.

Click the "Add more Plaintiff/Petitioners" or "Add more Defendant/Respondents" if you need to enter more than five party names. When completed, click "Next."

Next, you must verify the entries you've made. Be sure all the party names have been entered, the names of the parties are spelt correctly and are in the correct order as it appears on the Summons or whichever document you are referring to.

Please note the options on this page. These options are tools to ensure the NYSCEF caption matches the caption on documents that have been already filed. You may add additional Plaintiff/Petitioners, Defendant/Respondents, edit or remove the party name entered, and, for the instances where there is more than one party (see Defendants below), you may move the party name up or down. Once you have verified your entires, click "Next."

Next, select the document type "County Clerk Minutes – Prior to Conversion" as the Commencement Document. Click on the "Browse…" button and attach the PDF of the minutes.

e-File: Commencement Document   ◄◄ Previous   ❶ Help

Case Summary
Index #: **100000/2020**
Court: **New York County Supreme Court**
Case Type: **Commercial - Contract**
Short Caption: **Peter Parker v. The Daily Mail**

Full Caption

PDF✓ **IMPORTANT:** NYSCEF will not accept certain PDF documents. **Check your PDF documents now.**
For more information, view *NYSCEF Document Requirements.*

⚠️ **Filing During COVID-19**
The *Notice of Filing During COVID-19* form must be included as a separate PDF with any filing made pursuant to *AO/78/20 Exh. A sec. E* - or where the filing is being made pursuant to specific direction of the Court or Judge.

❓ For detailed instructions on how to file your documents, refer to our *Filing Help* page.

Commencement Document

Document Type *
COUNTY CLERK MINUTES -PRIOR TO CONVERSION   ⌄

File Name (Max size 100 MB) *****   **Exhibit Number/Letter**
[Browse...]   minutes 100000-2020.pdf

Additional Document Information   **Special Instructions** (Court Part, Judge, etc)

Does this document contain Confidential Personal Information as defined in 22 NYCRR §202.5(e)?

◉ **No** ... this document DOES NOT contain a Social Security Number or other *Confidential Personal Information* as defined in 22 NYCRR §202.5(e) , including information from any of the documents or testimony in a *matrimonial action* protected by *DRL §235* or evidence sealed by the court in such an action.

◯ **Yes** ... this document contains *Confidential Personal Information* as defined in 22 NYCRR §202.5(e) † (check all that apply):

☐ **Redacted**, per 22 NYCRR §202.5(e)

☐ **Un-Redacted** and seeks a remedy under 22 NYCRR §202.5(e)(2) or (3)

☐ **Un-Redacted** as required or permitted by a specific rule or law:

† Includes information from any of the documents or testimony in a *matrimonial action* protected by *DRL §235* or evidence sealed by the court in such an action which are attached as exhibits to or referenced in these papers

For Document 2, select the Document Type name "Consent to EFiling" and click the "Browse…" button to attach the PDF of the EF-10 (Stipulation and Consent to E-Filing Form). Click "Next."

Document 2

Document Type

CONSENT TO EFILING

File Name (Max size 100 MB)

Browse...　consent to efile.pdf

Exhibit Number/Letter

Additional Document Information

Special Instructions (Court Part, Judge, etc)

Does this document contain Confidential Personal Information as defined in 22 NYCRR §202.5(e)?

◉ **No** ... this document DOES NOT contain a Social Security Number or other Confidential Personal Information as defined in 22 NYCRR §202.5(e) , including information from any of the documents or testimony in a matrimonial action protected by DRL §235 or evidence sealed by the court in such an action.

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☐ **Redacted**, per 22 NYCRR §202.5(e)

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In the "Enter Payment Information" screen, select the option "Fee Already Paid." If available, enter the date, receipt number and payment method used for the payment of the index number fee. Click "Next." *If this information is unknown at the time, you may enter the information as it is entered below, using the current date as the date paid.*

e-File: Enter Payment Information   ◁ *Previous*   ❓ *Help*

Case Summary

Index #: **100000/2020**
Court: **New York County Supreme Court**
Case Type: **Commercial - Contract**
Short Caption: **Peter Parker v. The Daily Mail**

Full Caption

Documents ARE NOT filed until payment is received.
If you are paying by credit card or County Clerk debit account (where available), documents are filed upon transmission of the documents and the recording of the required credit card/debit account information at the NYSCEF site.

Documents Ready for Filing

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

Document	Fee
COUNTY CLERK MINUTES -PRIOR TO CONVERSION	$0.00
CONSENT TO EFILING	$0.00
Index Fee	+ $210.00
Total Fees	**$210.00**

Payment Information

Select your method of payment. (Required fields apply only for the option that is selected)*

➤ ⦿ **Fee Already Paid**

Date Paid (mm/dd/yyyy) *	Receipt/Invoice No. *	Payment Type
05/05/2020 📅	12345	OTHER ⌄

○ **No Fee:** I have uploaded a "No Fee Authorization" letter (* Required)

Comments Regarding this Payment

Comments

| Cancel | | Previous | Next |

On this last page, review the information you've entered. You may utilize the "Edit" links on the right of the page to edit the information that you've entered. Once you have reviewed your entries, click "File Documents."

e-File: Review Your Filing   ◀◀ Previous   ❓ Help

Case Summary

Court: **New York County Supreme Court**
Type: **Commercial - Contract**

Edit Court and Case Type

Caption

Full Caption: **Peter Parker aka Spidermn**
v.
The Daily Mail

Edit Caption

Documents Ready for Filing

To view a document, click the Document Type link

Document	Fee
COUNTY CLERK MINUTES -PRIOR TO CONVERSION	$0.00
CONSENT TO EFILING	$0.00
Index Fee	+ $210.00
Total Fees	$210.00

Edit Documents

Payment

Type: **Fee Already Paid**
Date Paid: **05/05/2020**
Type: **OTHER**
Receipt #: **12345**

Cancel   Previous   **File Documents**

The "Thank You for Filing Electronically" is the confirmation that you have successfully converted the case into NYSCEF. You may click on "Document List" to review the electronic record.

Thank You for Filing Electronically

The NYSCEF System has received your e-filed documents. A notification will be e-mailed to you shortly.

Filing Received Date: **05/05/2020 11:01 AM**

Payment: **Previously paid on 05/05/2020** (Receipt: 12345, Method: OTHER)

> ⚠️ IF you marked this document sealed, go to the **Document List** and set the appropriate **visibility settings**.

Case Summary

Short Caption: **Peter Parker v. The Daily Mail**
Index #: **100000/2020**
Court: **New York County Supreme Court**
Case Type: **Commercial - Contract**

Add Case to eTrack | Case Details | Document List

Notices

You must serve the appropriate Notice of Electronic Filing in hard copy along with your commencement documents, all of which must bear full signatures. Proof of service of these documents must be e-filed as well. NOTE: There are 3 versions of the eFiling Notice, see our Forms page for more information.

Confirmation Notice

Documents Filed

Doc #	Document	Fee
1	COUNTY CLERK MINUTES -PRIOR TO CONVERSION	$0.00
2	CONSENT TO EFILING	$0.00
	Index Fee	+ $210.00
	Total Fees	$210.00

All documents open as PDF in a new window. 📄 Get Adobe Reader

File Another Document in this Case

Please note on the "Document List" page the eFiling Status says, "Waiting for Consent."

100000/2020 - New York County Supreme Court   ⓘ Help

Short Caption: **Peter Parker v. The Daily Mail**
Case Type: **Commercial - Contract**
Case Status: **Pre-RJI**
eFiling Status: **Waiting for Consent**

ⓘ File Court Notice   📝 Edit Case

| Document List | Case Detail | Comments |

                                                    📕 Print Document List
Narrow By Options

Document Type: [Please select...   ▾]   Filed By: [Please select...   ▾]
Motion Info: [▾]   Filed Date: [   ] 🗓 thru [   ] 🗓
Document Number: [   ]   Display Document List with Motion Folders 📁

[Narrow Document List] [Clear]

Sort By: [Doc # ▾] [Sort]

#	Document	Filed By	Status
1	COUNTY CLERK MINUTES -PRIOR TO CONVERSION *OCR in Progress – check back in 15 minutes*	Court User Filed: 05/05/2020 *Received: 05/05/2020*	**Processed** Confirmation Notice
2	CONSENT TO EFILING *OCR in Progress – check back in 15 minutes*	Court User Filed: 05/05/2020 *Received: 05/05/2020*	**Processed** Confirmation Notice

In the Case Detail tab, there is no NYSCEF representation recorded.

100000/2020 - New York County Supreme Court   ⓘ Help

Short Caption: **Peter Parker v. The Daily Mail**
Case Type: **Commercial - Contract**
Case Status: **Pre-RJI**
eFiling Status: **Waiting for Consent**

ⓘ File Court Notice   📝 Edit Case

| Document List | Case Detail | Comments |

                                        Edit Caption and Parties   Confirmation Notice

Full Caption
Peter Parker aka Spidermn v. The Daily Mail

Plaintiffs/Petitioners

Name	Represented By (Attorney File #)
Peter Parker aka Spidermn	*none recorded* ⬅

Defendants/Respondents

Name	Represented By (Attorney File #)
The Daily Mail	*none recorded* ⬅

The last step is to email the parties using the email addresses provided in the EF-10 Form. You may use the following language as a guide:

Please be advised that Index Number XXXXXX/YYYY in SAMPLE County has been converted into NYSCEF. As per the stipulation, parties have agreed to the use of the New York State Courts Electronic Filing System ("NYSCEF") in this matter. Paper filings will no longer be accepted in this matter, unless accompanied with an EF-20 Form (Notice of Hard Copy Submission – E-Filed Cases). Parties also may not use the Electronic Document Delivery System ("EDDS") in lieu of NYSCEF. All parties are advised to record their Consent/Representation in this matter immediately. For further inquiries, please contact the County Clerk at SAMPLEnycourts.gov.

Return back to the EDDS To-Do List and click on the your locked To-Do item.

To-Do List

Court
New York County Supreme Court (EDDS) ▾

User Group
CC-Intake (EDDS) ▾

Sort By
Received Date (desc) ▾

[**Find To-Do Items**]   Return to Home Page

Bulk Edits: [Select All] [Deselect All]

*To process a To Do Item, click on the **Item** link*   *58 Items*

Item Payment	Claim # Case Type	Received Date	Document Type	Caption	User Group
Approve Document	Supr New York10 Stipulation and Consent to E-Filing	05/08/2020 11:56 AM	STIPULATION AND CONSENT TO E-FILING	New York County Supreme Court (EDDS) -v- Stipulation and Consent to E-Filing	CC-Intake (EDDS)

🔒 **Item locked by County Clerk**

Click on the "Process" button.

[Cancel] [Cancel & Lock] [Forward] [Return/ Remove Document] [**Process**] isted Documents