



**NEW YORK STATE**  
**Unified Court System**

OFFICE OF COURT ADMINISTRATION

**RONALD P. YOUNKINS, ESQ.**  
EXECUTIVE DIRECTOR

**BARRY R. CLARKE, ESQ.**  
CHIEF OF OPERATIONS

**JEFFREY CARUCCI**  
STATEWIDE COORDINATOR FOR E-FILING

## **NOTICE TO BAR**

**Re: Implementation of Consensual E-Filing of contested matrimonial matters  
in New York County Supreme Court – Civil Term**

Enclosed please find a notice to the Bar from Chief Administrative Judge Lawrence K. Marks relating to a proposed expansion of the consensual e-filing program in New York County, Supreme Court – Civil Term.

This notice also has been posted on the Unified Court System's website at:  
<http://nycourts.gov/rules/efiling/> for the purpose of collecting public comments.

We ask that you circulate this notice within your membership in the manner you deem most effective.

Thank you for continuing to support this important program.

Jeffrey Carucci  
Statewide Coordinator for E-Filing  
Office of Court Administration  
60 Centre Street  
NY NY 10007  
[JCarucci@NYCourts.gov](mailto:JCarucci@NYCourts.gov)  
(212) 256-7778

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that the records should be kept in a secure and accessible format. Regular backups are recommended to prevent data loss in case of a system failure or disaster. The document also mentions that the records should be reviewed periodically to identify any discrepancies or trends.

In addition, the document highlights the need for clear communication between all parties involved. Any changes to the data or the reporting process should be communicated promptly to all relevant stakeholders. This helps in maintaining the integrity and accuracy of the information.

The document concludes by stating that the goal is to provide a comprehensive and reliable overview of the organization's financial and operational performance. By following these guidelines, the organization can ensure that its records are accurate, complete, and easy to understand.

Prepared by: [Name]  
 Date: [Date]

*State of New York  
Unified Court System*



*Lawrence K. Marks  
Chief Administrative Judge*

*25 Beaver Street  
New York, N.Y. 10004  
(212) 428-2100*

July 7, 2017

MEMORANDUM

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LM*

Re: Implementation of Consensual Electronic Filing of contested matrimonial matters in New York County Supreme Court – Civil Term

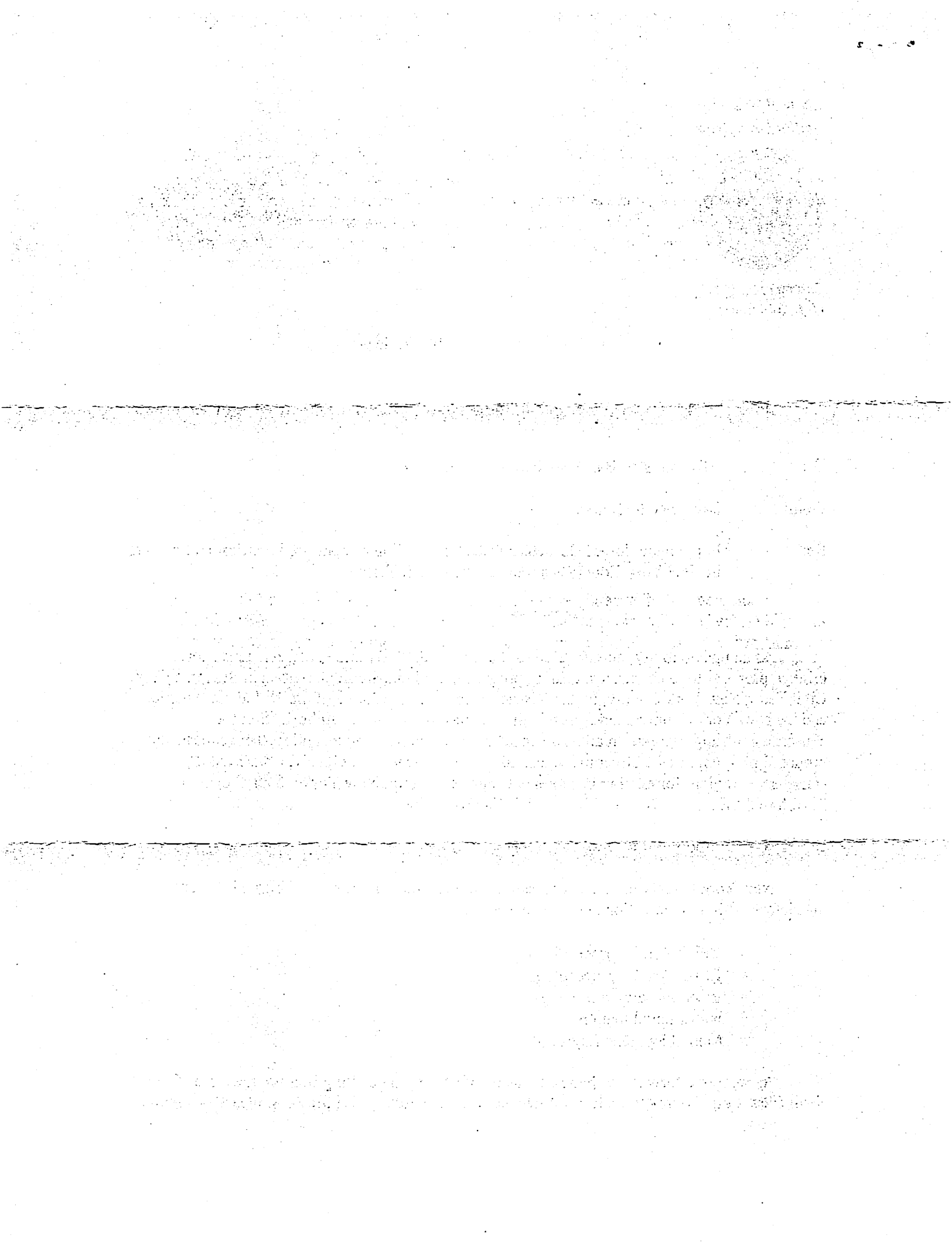
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As an update to my memorandum of February 28, 2017, there has been a revision of the original proposal for a consensual e-filing program for all matrimonial matters in Supreme Court Civil Term, New York County, by the District Administrative Judge of the 1<sup>st</sup> Judicial District and the New York County Clerk. At this time, their proposal seeks authorization for a consensual e-filing program in all new **contested** matrimonial matters and further requests this proposed program to take effect in August 2017. As indicated previously, a successful consensual program for e-filing in supreme Court Civil Term, New York County began in July 2016 for CPLR Article 70 and CPLR Article 78 proceedings. As of the August 2017 effective date, this authorization will be to expand the consensual e-filing program to **include all new contested matrimonial matters**.

New York County has also successfully implemented in Supreme Court Civil Term mandatory e-filing in all actions with the exception of:

- CPLR Art. 70 proceedings
- CPLR Art. 78 proceedings
- Election Law proceedings
- matrimonial matters
- Mental Hygiene Law matters

As we move forward with the expansion of consensual e-filing in Supreme Court Civil Term, New York County to include **all new contested matrimonial matters**, please be assured



that we will continue to work with local bar associations to provide necessary training for attorneys and paralegals both prior to and after the effective date. The NYSCEF system is intuitive and easy to use, and the training program takes about two hours to complete. Training will be offered by the staff of the E-Filing Resource Center both on-line and on-site. Attorneys participating in the on-site sessions receive two CLE credits free of charge. Information on these training sessions is available on the NYSCEF website: [www.nycourts.gov/efile](http://www.nycourts.gov/efile), or by contacting the Resource Center at 646-386-3033 or [efile@nycourts.gov](mailto:efile@nycourts.gov). Attorneys, paralegals and interested parties may go to the NYSCEF website to register on-line for upcoming training sessions at these sites. In addition, counties may schedule and advertise their own training sessions.

As always when we enter a new phase of e-filing in New York, we very much welcome your input, including any specific recommendations or concerns regarding e-filing in the New York State Courts. Please forward any comments to:

Jeffrey Carucci  
Statewide Coordinator for Electronic Filing  
60 Centre Street, Room 119M  
New York, NY 10007  
[jcarucci@nycourts.gov](mailto:jcarucci@nycourts.gov)

A complete list of currently authorized mandatory and consensual e-filing programs is available on the NYSCEF website "Rules and Legislation" page by clicking on the link for "Administrative Orders." E-filing represents an important advance for the courts and the legal profession in New York State. We thank you for the wonderful support and cooperation you have shown, and look forward to continuing to work closely with you as the program continues to move forward.

cc: Hon. George Silver  
Hon. Milton A. Tingling  
Ronald P. Younkings, Esq.  
John Werner, Esq.  
Jeffrey Carucci  
Jessica M. Cherry, Esq.