

**Q** Where can I learn more about e-filing in Cortland County?

**A** Protocols have been written to assist local practitioners in transitioning to electronic filing. These protocols provide guidance with respect to local practice and procedures used to process filings, fees and court calendaring. NYSCEF users should be fully familiar with the protocols when initiating a case in the NYSCEF System. These protocols are available for viewing and printing at [www.cortland-co.org/cc/index.htm](http://www.cortland-co.org/cc/index.htm)

**Q** Where can I learn more?

**A** You can visit [www.nycourts.gov/efile](http://www.nycourts.gov/efile) for general information, to access the system, and locate forms. You can also call the E-filing Resource Center at 646-386-3033 during regular business hours.

Documents on line:  
[www.searchIQS.com/NYCOR](http://www.searchIQS.com/NYCOR)

Clerk Website:  
[www.cortland-co.org/cc/index.htm](http://www.cortland-co.org/cc/index.htm)

County Clerk email:  
[elarkin@cortland-co.org](mailto:elarkin@cortland-co.org)

## Cortland County Clerk's Office

**46 Greenbush Street  
Suite 105  
Cortland NY 13045  
Phone: 607-753-5021**



# E-Filing In Cortland County Supreme Court



**Elizabeth Larkin  
Cortland County Clerk**

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Chief Clerk**

## Cortland Supreme E-Filing

### *Some of the many benefits of E-filing*

- ✚ Once jurisdiction is obtained, attorneys can file and serve papers at any time from any place via the NYSCEF system.
- ✚ A case can be initiated or post-commencement documents filed at any time on any day, even when the courts are closed.
- ✚ Service is easy through NYSEF.
- ✚ Multiple attorneys working on a case can view the file simultaneously, and do so from different locations.
- ✚ Storage of papers is simplified and expenses reduced.
- ✚ Fees can be paid on-line with a credit card.
- ✚ The system provides e-mail notification of all filings, including all decisions, which will be available online.
- ✚ The docket is clear and easy.
- ✚ The system is easy to learn and simple to use.
- ✚ There is no fee for use of the system, although regular court fees must be paid.

### **Q** What is NYSCEF?

**A.** The New York State Courts Electronic Filing (NYSCEF) system is accessible online at [www.nycourts.gov/efile](http://www.nycourts.gov/efile). NYSCEF allows you to file certain legal papers with the County Clerk and to serve those papers by electronic means.

### **Q** When can documents be filed?

**A** Almost all documents can be filed at any hour of any day, even when the County Clerk's Office is closed. When filing a document for which a fee is required, the filer must use a credit or debit card (Master Card/Visa) to pay the filing fees, and the document will be filed at the time payment is received by the NYSCEF system.

### **Q** How is an e-filed case started?

**A** Any attorney may initiate use of the NYSCEF system to commence an accepted case type and offer the defendant/respondent the option to e-file. To do so, the plaintiff/petitioner files initiating paper electronically. Once the index number is received the plaintiff/petitioner serves the defendant/respondent with a hardcopy of those papers, along with a *Notice Regarding Availability of electronic Filing*

or a *Notice of Commencement of Action Subject to Mandatory Electronic Filing*, both of which can be found at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) under FORMS. Service of the commencement pleadings shall be made in accordance with the relevant law or by electronic means if the defendant/respondent agrees to such service in advance.

### **Q** Can I convert an existing case to e-filing?

**A** Yes. If all counsel and unrepresented parties agree to the conversion, complete a *Stipulation and Consent to E-filing* which can be found under FORMS at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and submit it to the Cortland County Clerk's Office. Once the County Clerk's Office confirms that your case has been converted, all subsequent filings must be made via NYSCEF.