

CORTLAND COUNTY

DOCUMENTS ONLINE

www.searchIQS.com

Clerk Website and Links

www.cortland-co.org/cc/index.htm

County Clerk e-mail

elarkin@cortland-co.org

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

Q Where can I learn more?

A You can visit 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.

E-Filing In Cortland County Supreme Court

**Elizabeth Larkin
Cortland County Clerk**

**Karen Jordon
Chief Clerk**



Q & A

Q What is NYSCEF?

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

Q. What are the benefits of electronic filing?

A. E-filing offers many benefits.

- --Attorneys can file and serve papers at any time from any place with an internet connection.
- --A Case can be initiated at any time of any day even when the County Clerk's Office is closed.
- --Service is accomplished automatically by the e-filing system via e-mail.
- --Two or more attorneys working on a case can view the file simultaneously and do so from any location with an internet connection.
- --Storage of papers is simplified
- --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 to work with
- The system is easy to learn and simple to sue.
- There is no fee for use of the system--, although regular court fees must be paid.

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 filed initiating paper electronically. Once the index number is received the plaintiff/petitioner serves the defendant/respondent with a hardcopy if 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 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 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.

Q How do I get started?

A To get started go to www.nycourts.gov/efile. NYSCEF has separate operational (live) and training system. Each system requires you to register and obtain a User Name and Password from the Office of Court Administration. If you do not have these credentials, choose the FORMS link in the Resources section located at the bottom of your screen. The first form is the E-Filing User Registration Form, which you should complete and submit to obtain a User Name and Password for the operational (live) system.

Q What equipment or software do I need to e-file?

AA user must have a personal computer with an internet connection and a scanner. In addition, a user must have Adobe Reader or equivalent software in order to read documents which are required to be in PDF format to be filed through the NYSCEF System. PDF conversion software may also be utilized by users who wish to convert work processing documents directly to PDF format rather than printing and scanning them.

