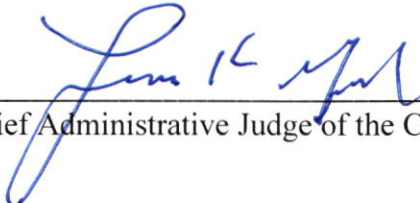


ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and in consultation with the Presiding Justices of the Appellate Division, upon notice by the Presiding Judge of the Court of Claims, and, as appropriate, in consultation with or with the approval of County Clerks, I hereby establish, continue, or give notice of, programs for the consensual/voluntary and mandatory use of electronic means for the filing and service of documents ("e-filing") in the manner authorized pursuant to L. 1999, c. 367, as amended by L. 2009, c. 416, L. 2010, c. 528, L. 2011, c. 543, L. 2012, c. 184, L. 2013, c. 113, L. 2015, c. 237, L. 2017, c. 99, L. 2018, c. 168, L. 2019, c. 212, and L. 2020, c. 58, in the counties, courts and cases in effect as of the date of this Order or upon the effective dates set forth in Appendix A attached hereto. Such programs shall be subject to sections 202.5-b, 202.5-bb, 206.5, 206.5-aa, 207.4-a, 207.4-aa, and 208.4-a of the Uniform Rules for the New York State Trial Courts, as well as the rules relating to matrimonial matters in Appendix B.

I hereby promulgate a form "Application for Exemption from E-Filing During the COVID-19 Health Emergency" (Appendix C), for use by parties seeking an exemption to participate in an e-filing matter which, as a result of the COVID-19 health emergency, must be conducted by electronic filing through NYSCEF pursuant to AO/115/20 and AO/121/20.

This order is effective October 21, 2020 and supersedes AO/209A/20.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Dated: October 20, 2020

AO/247/20

## **Attachment A**

# New York State Courts Electronic Filing Program

(effective October 21, 2020)<sup>1</sup>

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## I. Appendix A

Supreme Court .....	1
Surrogate’s Court .....	12
Court of Claims .....	12
Civil Court .....	13

n.b.: Mandatory in Part – As used in Appendix A, the term “mandatory in part” refers to consumer credit actions as defined in CPLR § 105(f) and residential foreclosure actions as defined in RPAPL § 1304, in which: (1) the electronic filing of commencement documents is mandatory, and (2) any party may e-file subsequent documents on a consensual basis.

## II. Appendix B

Rules: Consensual E-Filing of Matrimonial Actions in Supreme Court

## II. Appendix C

Form: Application for Exemption from E-Filing During the COVID-19 Health Emergency

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<sup>1</sup> For cases commenced prior to October 21, 2020, see AO/243/08, AO/244/08, AO/371/09, AO/395/10, AO/396/10, AO/507/10, AO/376/11, AO/468/11, AO/527/11, AO/529/11, AO/530/11, AO/531/11, AO/235/12, AO/236/12, AO/237/12, AO/238/12, AO/245/12, AO/112/13, AO/173/13, AO/222/13, AO/029/14, AO/64/14, AO/210/14, AO/049/15, AO/058/15, AO/194/15, AO/10/16, AO/79/16, AO/151/16, AO/224/16, AO/24/17, AO/84/17, AO170A/17, AO/116/18, AO/192/18, AO/294/18, AO/040/19; AO/137/19; AO/245/19, AO/81/20, AO/81A/20, AO/81B/20, AO/98/20, AO/116/20, AO 209/20 and AO/209A/20. See also, AO/366/13 and AO/139/13 authorizing consensual matrimonial matters in Rockland and Westchester Counties, and administrative orders of the Court of Claims dated 12/31/02 and 6/3/13 ([www.nycourts.gov/efile](http://www.nycourts.gov/efile)).

APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Albany	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Broome	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– emergency medical treatment applications</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– name change applications</li> <li>– consumer credit actions as defined in CPLR § 105(f)</li> <li>– residential foreclosures as defined in RPAPL § 1304</li> <li>– RPTL § 730 proceedings</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Bronx	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– consumer credit actions as defined in CPLR § 105(f)</li> <li>– residential foreclosures as defined in RPAPL § 1304</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Cattaraugus	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Cayuga	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Chautauqua	<p><b><u>Mandatory in part</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Chemung	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Columbia	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Chenango	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Cortland	<p><b><u>Mandatory in part</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Clinton	<p><b><u>Mandatory in part</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Delaware	<p><b><u>Mandatory in part</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Erie	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– in rem tax foreclosures</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– RPTL § 730 proceedings</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Dutchess	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Essex	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Franklin	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Fulton	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Genesee	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Greene	<p><b><u>Mandatory in Part:</u></b>  <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b>  <ul style="list-style-type: none"> <li>• <b>all civil matters except</b></li> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p> </p></p>
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Hamilton	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Herkimer * effective 11/18/20	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Jefferson	<p><b><u>Mandatory in Part:</u></b>  <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b>  <ul style="list-style-type: none"> <li>• <b>all civil matters except</b></li> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p> </p></p>
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Kings	<p><b><u>Mandatory:</u></b>  <ul style="list-style-type: none"> <li>• Commercial Division matters (commercial cases as defined in 22 NYCRR § 202.70(a), (b), and (c))</li> <li>• tort</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p> </p>
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Lewis	<p><b><u>Mandatory in Part:</u></b>  <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b>  <ul style="list-style-type: none"> <li>• <b>all civil matters except</b></li> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p> </p></p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Livingston	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Montgomery	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Madison	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Nassau	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> <li>– consumer credit actions as defined in CPLR § 105(f)</li> <li>– residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Monroe	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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New York	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Niagara	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL §1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– in rem tax foreclosures</li> <li>– RPTL § 730 proceedings</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Onondaga	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– emergency medical treatment applications</li> <li>– foreclosure actions addressing real property and mechanics liens</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– name change applications</li> <li>– RPTL § 730 proceedings</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Oneida	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– emergency medical treatment applications</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– name change applications</li> <li>– RPTL § 730 proceedings</li> <li>– consumer credit actions as defined in CPLR § 105(f)</li> <li>– residential foreclosures as defined in RPAPL § 1304</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Ontario	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Orange	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Otsego	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Oswego	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– in rem tax foreclosures</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Putnam	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Queens	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• commercial</li> <li>• foreclosure actions (including commercial foreclosures) addressing real property and mechanics liens</li> <li>• tort (including medical, dental, and podiatric malpractice actions)</li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Rensselaer	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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St. Lawrence	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Richmond	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– applications to extend mechanics liens</li> <li>– consumer credit actions as defined in CPLR § 105(f)</li> <li>– residential foreclosures as defined in RPAPL § 1304</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Saratoga	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Rockland	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Schenectady	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Suffolk	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– civil forfeiture actions</li> <li>– Election Law proceedings</li> <li>– emergency medical treatment applications</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– name change applications</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Schoharie * effective 11/18/20	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Sullivan	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters except</b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Schuyler	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Tioga	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Seneca	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Steuben	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Tompkins	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Warren	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Ulster	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Washington	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

Wayne	<p><b><u>Mandatory in Part:</u></b></p> <ul style="list-style-type: none"> <li>• consumer credit actions as defined in CPLR § 105(f)</li> <li>• residential foreclosures as defined in RPAPL § 1304</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are neither Mandatory nor Mandatory in Part.</p>
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Westchester	<p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• <b>all civil matters <u>except</u></b> <ul style="list-style-type: none"> <li>– CPLR Art. 70 proceedings</li> <li>– CPLR Art. 78 proceedings</li> <li>– Election Law proceedings</li> <li>– matrimonial matters</li> <li>– Mental Hygiene Law matters</li> <li>– Name change application</li> </ul> </li> </ul> <p><b><u>Consensual/Voluntary:</u></b> All civil matters that are not Mandatory.</p>
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Wyoming	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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Yates	<p><b><u>Consensual/Voluntary:</u></b> All civil matters.</p>
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APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

**SURROGATE’S COURT**

Bronx Chenango Cortland Delaware Kings Nassau New York Orange Otsego Queens Richmond Tompkins	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• probate and administration proceedings</li> <li>• miscellaneous proceedings relating thereto</li> <li>• such other types of proceedings as the court may permit, including guardianships</li> </ul> <p><b><u>Mandatory:</u></b> None</p>
Albany Allegany Broome Cattaraugus Cayuga Chautauqua Dutchess Erie Franklin Fulton Genesee Herkimer Jefferson Livingston Monroe Montgomery Niagara Oneida Onondaga Ontario Orleans Oswego Saratoga Schenectady Seneca Steuben Suffolk Sullivan Ulster Warren Washington Wayne Westchester Wyoming Yates	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• such types of proceedings as the court may permit, including guardianships</li> </ul> <p><b><u>Mandatory:</u></b></p> <ul style="list-style-type: none"> <li>• probate and administration proceedings</li> <li>• miscellaneous proceedings relating thereto</li> </ul>

**COURT OF CLAIMS**

Albany District (Albany, Clinton, Columbia, Essex, Franklin, Greene, Rensselaer, Saratoga, Schenectady, Ulster, Warren, Washington)	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"> <li>• claims for personal injury or property damage</li> </ul> <p><b><u>Mandatory:</u></b> None</p>
New York District (Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk)	

APPENDIX A  
E-FILING MATTERS  
(Commenced on or after October 21, 2020)

**CIVIL COURT**

New York City	<p><b><u>Consensual/Voluntary:</u></b></p> <ul style="list-style-type: none"><li>• all Landlord and Tenant matters.</li><li>• actions removed from Supreme Court pursuant to CPLR §325(d)*<ul style="list-style-type: none"><li>- in New York County and Queens County</li><li>- in Kings County (effective 11/9/20)</li><li>- in Bronx County and Richmond County (effective 12/7/20)</li></ul></li></ul> <p><b><u>Mandatory:</u></b> None</p>
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\*(a) Any party to such a removed action who participated in e-filing in Supreme Court may decline to participate in e-filing by filing with the court and serving on all parties a declination of consent within 20 days of entry of the order of removal, and thereafter filing and serving documents in hard copy.

\*(b) Parties to any e-filed action removed to the Civil Court of the City of New York prior to the effective date(s) of this administrative order may stipulate to convert that action to electronic filing as per the provisions of 22 NYCRR Sec. 202.5-b. References to the County Clerk, the Chief Clerk of the Supreme Court, or the clerk of the court in section 202.5-b shall be deemed to mean the clerk of the Civil Court of the City of New York in the appropriate county. This shall in no manner alter or diminish the rights of the unrepresented litigants vis-à-vis electronic filing.



## **Attachment B**

## APPENDIX B

### Rules Governing the Consensual Electronic Filing of Matrimonial Actions in Supreme Court

(a) Application

(1) On consent, documents may be filed and served by electronic means in matrimonial actions in the Supreme Court of authorized counties subject to the conditions set forth below. Except as otherwise required by this order/appendix, the provisions of 22 NYCRR § 202.5-b shall apply.

(2) For purposes of this order/appendix:

(i) "Matrimonial actions" shall mean those actions set forth in CPLR § 105(p) and DRL § 236 wherein:

(A) the action is contested, and addresses issues including, but not limited to, alimony, counsel fees, pendente lite, maintenance, custody and visitation, child support or the equitable distribution of property; or

(B) the action is uncontested; or

(C) the action is a post-judgment application that either (1) addresses an underlying matrimonial action that was commenced electronically, or (2) is electronically initiated with the purchase of a new index number.

(ii) A "party" or "parties" shall mean the party or parties to the action or counsel thereto (as set forth in 22 NYCRR § 202.5-b(a)(2)(viii)) and the attorney(s) for the minor child(ren).

(3) No paper or document filed by electronic means in a matrimonial action shall be available for public inspection on-line or at any computer terminal in the courthouse or the office of the County Clerk.

(4) Nothing in this section shall be construed to abrogate existing personal service requirements as set forth in the domestic relations law, family court act or civil practice law and rules.

(5) Unless otherwise directed by the court, forensic evaluation reports in custody, visitation and other matters concerning children shall not be filed electronically.

(6) Service of the initiating documents in post-judgment applications subject to consensual e-filing must be effectuated in hard copy and accompanied by a notice regarding availability of electronic filing in post-judgment matrimonial proceedings on a form to be approved by the Chief Administrator. Proof of hard copy service shall be filed by electronic means.

## **Attachment C**

\_\_\_\_\_  
COURT OF THE STATE OF NEW YORK  
COUNTY OF \_\_\_\_\_

-----X

INDEX/FILE/No.: \_\_\_\_\_

-----X

**APPLICATION FOR EXEMPTION FROM E-FILING  
DURING THE COVID-19 HEALTH EMERGENCY**

Pursuant to recent Administrative Orders issued as a result of the COVID-19 health emergency and specifically regarding the requirement of electronic filing via NYSCEF in courts and case types approved for electronic filing during this emergency, I hereby request to be exempt from such requirement in the case identified in the caption above. I certify that I am unable to participate in the electronic filing and service of documents in this case on behalf of my client because:

I lack:

- the necessary computer hardware
- a connection to the internet
- a scanner or other device by which documents may be converted to an electronic format
- the knowledge regarding operation of computers and/or scanners needed to participate in electronic filing of documents in this case and no employee of mine or of my firm, office or business who is subject to my direction possesses such knowledge

Or, because (insert any additional or alternative reason(s) below):

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

-----X  
**FOR COURT USE:**

[ ] application is **APPROVED**; the Clerk is directed to notify the applicant that all documents must be filed and served by mail or as follows: \_\_\_\_\_

[ ] application is **NOT APPROVED**; the Clerk is directed to notify the applicant.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Hon.