

**JOINT PROTOCOLS FOR
NEW YORK STATE COURTS E-FILING
Cases Filed in Cortland County**

Effective January 2, 2014

Honorable Robert C Mulvey

Administrative Judge 6th Judicial District

Honorable Elizabeth Larkin

Cortland County Clerk

1. Introduction: In implementation of the New York State Courts E-Filing system (hereinafter referred to as “the NYSCEF system”) in Cortland County Supreme Court in accordance with the program established by the Chief Administrator of the Courts pursuant to Uniform Rules for the Supreme and County Courts (hereinafter “Uniform Rules”) SS202.5 and 202.5-bb, the Administrative Judge of the Sixth Judicial District and the Cortland county Clerk as Clerk of the Supreme and County Courts hereby promulgate local user protocols to assist users in implementing NYSCEF in practice and provide guidance with respect to local practice and procedures used to process filings, fees and court calendaring. In addition, it is suggested that users consult the User Manuals provided on-line at the NYSCEF website (www.nycourts.gov/efile) as well as any applicable part rules.

- A. Effect of Joint Protocols:** The NYSCEF system does not change the rules applicable to civil litigation. As such, the protocols promulgated herein, as well as any additions or amendments thereto, do not change applicable rules or statutes with respect to civil practice as defined by the New York State Civil Practice Law and Rules (hereinafter “CPLR”). In addition, users are encouraged to be fully familiar with the IAS Part Rules for each Judge as they apply to the action type being filed in the NYSCEF system.
- B. Official Case Records:** The official case record for any action or proceeding, and the filing or entry of documents therefore, shall be the records maintained by the Office of the Cortland County Clerk via its electronic database, online images and hard copy filings as per the constitutional authority vested as the Clerk of the Supreme and County Courts. In addition, users are encouraged to be fully familiar with the IAS Part Rules for each Judge as they apply to the action type being filed in the NYSCEF system.
- C. Getting Started:** Prior to utilizing the NYSCEF system, an attorney, party, or filing agent must register to become an authorized user of the NYSCEF site at www.nycourts.gov/efile. If

you already have an Attorney Online Services account (created for Attorney Registration), you can now log into NYSCEF using that registration number and password. A firm acting as filing agent for an attorney or party to a case must file a form accessible at www.nycourts.gov/efiule whereby the attorney or party authorizes the agent to file on the attorney or party's behalf. Only one such form may be filed in any NYSCEF case. Any NYSCEF User shall immediately contact the NYSCEF Resource Center if they have reason to believe their user identification or password may have been compromised, and may request a new user identification or password.

- D. Cases eligible for E-Filing** In Cortland County, e-filing is available on a voluntary basis but will become mandatory at a later date.
- Cases