

State of New York  
Unified Court System



Lawrence K. Marks  
Chief Administrative Judge

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

August 8, 2016

MEMORANDUM

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LM*

Re: Implementation of Consensual Electronic Filing in Putnam County Supreme Court – Civil Term

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I am pleased to provide the Bar and other interested persons with an update on the progress of the New York State Courts' Electronic Filing System ("NYSCEF"). As authorized under Chapter 237 of the Laws of 2015, an expansion of the consensual e-filing program has been proposed by the District Administrative Judge of the Ninth Judicial District and the Putnam County Clerk that will implement consensual e-filing in Supreme Court in Putnam County. The Ninth Judicial District has successfully implemented e-filing programs in Supreme Court in Westchester, Rockland, Dutchess and Orange Counties. The implementation in Putnam County will be effective October 2016, as follows:

Consensual e-filing of all civil actions except:

- CPLR Article 70 habeas corpus proceedings
- Election Law proceedings
- Mental Hygiene Law matters

As we move forward with the implementation of consensual e-filing in Supreme Court, Putnam County, please be assured that we will work with the local bar associations to provide the 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 provided by the staff of the E-Filing Resource Center both on-line and on-site. Attorneys in the on-site sessions receive two CLE hours 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 and other interested persons 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 the input of your members, including any specific recommendations or concerns they may have 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 1000  
[jcarucci@nycourts.gov](mailto:jcarucci@nycourts.gov)

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. Michael V. Coccoma  
Hon. Alan D. Scheinkman  
Hon. Michael C. Bartolotti  
Ronald P. Younkings, Esq.  
Hon. Annie Rabbitt  
Lisa D'Angelo  
Jeffrey Carucci  
Holly Nelson Lutz, Esq.