



Lawrence K. Marks  
Chief Administrative Judge

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

**MEMORANDUM**

To: All Interested Bar Associations and Persons

From: Lawrence K. Marks *LW*

Re: Expansion of Mandatory Electronic Filing in Nassau County  
Supreme Court – Civil Term

Date: November 18, 2021

=====

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"). The expansion of mandatory e-filing in the Supreme Court of Nassau County has been proposed by the Acting District Administrative Judge of Nassau County and the Nassau County Clerk to include the initial filing of commencement papers by a represented party in consumer credit transactions as defined in CPLR 105(f) and in residential foreclosure actions as defined in RPAPL §1304. The Deputy Chief Administrative Judge Outside NYC supports this request.

Beginning December 22, 2021, the authorization will be to expand mandatory e-filing in the Supreme Court of Nassau County to include **all new civil actions, except:**

- CPLR Art. 70 proceedings
- CPLR Art. 78 proceedings
- Election Law proceedings
- matrimonial matters
- Mental Hygiene Law matters
- consumer credit transactions as defined in CPLR 105(f)\*
- residential foreclosure actions as defined in RPAPL 1304\*  
(\*except initial filing of commencement papers by a represented party, which is mandatory)

Additionally, the existing consensual e-filing program will be modified to include the case types that are not subject to mandatory e-filing and to include the consensual e-filing of documents filed after commencement papers in consumer credit transactions and residential

foreclosure actions.

Persons wishing to comment on this proposal should e-mail their submissions to [efilingcomments@nycourts.gov](mailto:efilingcomments@nycourts.gov) no later than December 15, 2021. A new page has been created on the Unified Court System's website - [www.nycourts.gov/rules/efiling/](http://www.nycourts.gov/rules/efiling/) - to provide notice to the public of proposed new or expanded mandatory e-filing programs and for posting any public comments received on such proposals. Any person who wishes to comment but lacks access to a computer may forward comments by regular mail to:

Jeffrey Carucci  
NYS Courts E-Filing Division  
Office of Court Administration  
25 Beaver Street, Room 1062  
New York, NY 10004

As we move forward with the expansion of mandatory e-filing in the Nassau County Supreme Court, please be assured that the staff of the E-Filing Resource Center will continue to offer training. The NYSCEF system is intuitive and easy to use, and attorneys participating in our virtual training session can receive CLE credit(s) free of charge. Information on virtual training sessions is available on the NYSCEF website: [www.nycourts.gov/efile](http://www.nycourts.gov/efile), or by contacting the Resource Center at [NYSCEF@nycourts.gov](mailto:NYSCEF@nycourts.gov). Attorneys, paralegals and interested filers may register on-line for upcoming sessions.

Please note that by legislation and statute all unrepresented parties are automatically exempt from participating in e-filing in any case. However, unrepresented parties may choose to e-file. Information on how to do so is available at <http://www.nycourts.gov/efile-unrepresented>. Attorneys who certify in good faith that they lack requisite hardware, electronic connection, or technical knowledge to participate in e-filing, may opt out of e-filing.

E-filing represents an important and necessary 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. Norman St. George  
Hon. Vito DeStefano  
Hon. Maureen O'Connell  
Nancy Barry, Esq.  
Justin Barry, Esq.  
Eileen D. Millett, Esq.  
Jeffrey Carucci  
Paul Lamanna, Esq.  
Leonard Ambruso  
Mindy Jeng, Esq.  
Jessica M. Cherry, Esq.