



Chenango County  
Mary C. Weidman, County Clerk

## **Mandatory E-Filing in the Chenango County Supreme Court**

Beginning **May 26, 2021** the Chenango County Supreme Court will be implementing **Mandatory Electronic Filing** for all **Supreme Court** case types except those listed below.

All document filings in mandatory case types, including the commencement of new actions, must be done through the New York State Courts Electronic Filing (**NYSCEF**) system.

Unrepresented litigants will be exempted from mandatory electronic filing rules.

Attorneys may be exempted from mandatory filing requirements and hard copy filings may be accepted in certain circumstances as pursuant to NYCRR 202.5-b and 202.5-bb.

### **Case Types Exempted from Mandatory Electronic Filing but eligible for Consensual**

- CPLR Art. 70 proceedings (Habeas Corpus)
- CPLR Art. 78 proceedings (Proceeding Against Body of Officer)
- 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.

**Hard copy filings** will still be accepted for any civil action **commenced prior to May 26, 2021**. It is possible, but not required, to convert a paper case to an e-filed case by filing either a Letter Application or Stipulation to convert via the EDDS section of the NYSCEF webpage.

## **Additional E-Filing Requirements and Procedures**

- All documents must be e-filed separately.
- Document scans should be clear and completely legible. Scans that are too faint, cutoff, skewed, or otherwise unclear as to impair legibility or printability will be returned for correction.
- Orders and Judgments will not be considered entered until they have been signed by the County Clerk and marked as such. Once completed, an entered version of the document will be filed by the County Clerk's Office.
- Documents signed with an "s/" will not be treated as originals and will be returned as appropriate.
- To refile a document that has been returned for correction be sure to utilize the "Refile" option on NYSCEF to avoid paying additional filing fees and creating duplicate filings.
- Refunds for filing fees can be done electronically if requested the same business day. Refunds for previous filings will only be issued by check. To request a refund send a written request along with a copy of the NYSCEF receipt to the Chenango County Clerk's Office.

To learn about the e-filing process and set up a NYSCEF account please visit **[www.nycourts.gov/efile](http://www.nycourts.gov/efile)**. For information regarding local civil filing procedures and guidelines, please contact the Chenango County Clerk's Office at 607-337-1450 or by email at [countyclerk@co.chenango.ny.us](mailto:countyclerk@co.chenango.ny.us).