

# Appellate Division of the Supreme Court First Judicial Department

Dated: May 27, 2020

## Digital Submission of Documents in Non-E-filed Matters

The Court has a new portal – Digital Submission - for the secure transmission of digital documents to the Court. Digital Submission is accessible via NYSCEF and will replace the emailing requirements of Rule 600.9(a)(1) and the requirement of submission of CDs for those pdfs in excess of 10 mb in size.

Via Digital Submission, the Court will be accepting all non-e-filed motions, briefs, records, appendices, transcripts and other documents that would, in the ordinary course of business, be filed with the clerk's office.

Formatting Specifications for all documents submitted can be found on our website at <http://www.nycourts.gov/courts/ad1/e-filing/efiling.shtml> (see Attachment A and Technical Guidelines for e-filed documents).

## **Guide and Instructions on the Use of Digital Submission**

**NYSCEF** (<http://www.nycourts.gov/courts/ad1/e-filing/efiling.shtml>)

### **1. Log in or create an account in NYSCEF:**

The screenshot shows a web interface with two main sections: "Log in to My Account" and "Create an Account".

**Log in to My Account**

User Name (or Registration Number \*)

Password

[Forgot your User Name or Password?](#)

**Create an Account**

Create an account and start filing documents electronically

**-OR-**


You can search for cases and documents as a guest.

\* If you have an Attorney Online Services account (created in Attorney Registration Online), you can now log into NYSCEF with your Attorney Registration Number and password. New attorney users can get immediate access to NYSCEF by clicking on the Create Account button and following the instructions after choosing [Create Attorney Online Services Account](#).

**2. Click on “Digital Submission” under “File Documents”:**


<b>Home</b> Unrepresented Litigants	E-filing in New York state is authorized for certain case types in certain counties and courts. View all <a href="#">Authorized Courts and Case Types</a> .
<b>File Documents</b>	The e-Filing Resource Center offers <a href="#">Free Hands-On Training</a> for this website.
Appellate Court	
Civil Court	
Court of Claims	
Supreme Court	
Digital Submission	
<b>Cases</b>	
My Court's Cases	
SCAR Search	
Case Search	
<b>Clerks</b>	
To Do List	
Locked To Do Items	
Reports	

File Documents




- > [Appellate Court](#)
- > [Civil Court](#)
- > [Court of Claims](#)
- > [Supreme Court](#)
- > [Digital Submission](#)

Cases




- > [My Court's Cases](#)
- > [SCAR Search](#)
- > [Case Search](#)

Clerks




- > [To-Do List](#)
- > [Locked To-Do Items](#)
- > [Reports](#)
- > [File Court Document](#)
- > [Admin Menu](#)
- > [EDDS Search](#)

My Account



- > [Account Settings](#)
- > [Logout](#)

**3. Click on “Submit a Digital Copy”:**



New York State Unified Court System

NYSCEF - New York State Courts Electronic Filing (Live System)

<b>Home</b> NYSCEF	<p><b>Digital Submission</b></p> <p>Use this page for submitting digital copies into an existing case. All e-filed documents must conform to the <a href="#">NYSCEF Document Requirements</a>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Appellate Court</p> <ul style="list-style-type: none"> <li>• <a href="#">Submit a Digital Copy</a> <i>Non e-filed matters per Rule 1250.9 of the Practice Rules of the Appellate Division</i></li> </ul> </div>
<b>Home</b> Unrepresented Litigants	
<b>File Documents</b>	
Appellate Court	
Civil Court	
Court of Claims	
Supreme Court	
Digital Submission	
<b>Cases</b>	
My Court's Cases	
SCAR Search	

**4. Click “Next”:**

New York State Unified Court System  
NYSCEF - Appellate Court (Live System)

Court Case Information Parties Documents Review & File

**Digital Submission: Select a Court**

**Court**  
Appellate Division - 1st Dept (Digital Copy) ▾

Cancel Next

**5. First Digital Submission - if this is the first document you are submitting, enter information in all fields and click “Next”--(For other submissions, see step 12). [REVISED: Please enter an Appellate Case Number OR lower court #-do not leave this field blank].**

**Digital Submission: Add Case Information**

**Appeal Summary**  
Appellate Court: Appellate Division - 1st Dept (Digital Copy)

*Enter the Appellate Case Number, the County and the Court of your case. \* Required fields*

Appellate Case Number \*

County \*

Court \*

Cancel Previous Next

## 6. Continue to enter information in all fields:

### Digital Submission: Add Case Information

#### Appeal Summary

Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**

Enter additional information about your case. \* Required fields

Appellate Case Number

**2020-12345**

County

**New York**

Court

**Supreme Civil**

Case Type \*

Case Type Description (if "Other" was selected)

Case Number from Court of Original Instance

Court Judge from Court of Original Instance

Date Order Entered in the Court of Original Instance

Enter the date that the Order you are appealing from was entered in the court of original instance.



Notice of Appeal Date

Enter the date that appears on the Notice of Appeal



Cancel

Previous

Next

## 7. Enter Party Information for all parties:

NYSCEF - Appellate Court (Live System)



Court

Case Information

**Parties**

Documents

Review & File

### Digital Submission: Add Parties

#### Appeal Summary

Appellate Case Number: 2020-12345

Appellate Court: Appellate Division - 1st Dept (Digital Copy)

Case Type: Civil Action - General

Enter a plaintiff/petitioner and a defendant/respondent, along with their appellate role.

NOTE: At least 2 characters are required for the business name, first name and last name.

#### Plaintiff/Petitioner


First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	Other Name/Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Appellate Role *						
<input type="text"/>						
<input type="button" value="Add Another Plaintiff/Petitioner"/>						

#### Defendant/Respondent

First Name	Middle	Last Name	Suffix	-or-	Business/Organization Name	Other Name/Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Appellate Role *						
<input type="text"/>						
<input type="button" value="Add Another Defendant/Respondent"/>						

## 8. Choose which file(s) to add:

NYSCEF - Appellate Court (Live System)

 Court Case Information Parties **Documents** Review & File

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### Digital Submission: Add Document

**Appeal Summary**  
Appellate Case Number: 2020-12345  
Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**  
Case Type: **Civil Action - General**  
Short Caption: **John A Smith v. City of New York**

*Add the documents that you want to file as a digital copy.*

*In addition to the general formatting requirements set forth in [Attachment A](#) to the Electronic Filing Rules of the Appellate Division, all documents electronically filed in the First Department shall comply with the formatting specification set forth in the court's [Technical Guidelines](#) for e-filed documents.*

**Document 1**

Document Type

File Name (Max size 100 MB)

Volume Information

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**9. If you are adding more than 1 document, attach each individually and click “Add Another Document”:**

*Add the documents that you want to file as a digital copy.*

*In addition to the general formatting requirements set forth in [Attachment A](#) to the Electronic Filing Rules of the Appellate Division, all documents electronically filed in the First Department shall comply with the formatting specification set forth in the court's [Technical Guidelines](#) for e-filed documents.*

**Document 2**

Document Type

File Name (Max size 100 MB)

Volume Information

**Please use the field in “Volume Information” to describe document: i.e. Volume 1 or Volume 1 of 6.**

**10. Review your Submission and Click “Submit Digital Copies”:**

**Digital Submission:** Review your Submission

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*Review your information, and make any necessary corrections using the edit links. Please note, if you need to change the court, you will be required to re-enter all information.*

**Appeal Summary**

Appellate Case Number: **2020-12345**  
 Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**  
 Case Type: **Civil Action - General**

**Documents Ready for Submission**

Doc #	Document
1	<a href="#">TRANSCRIPT(S) - DIGITAL COPY</a>

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**11. Notifications of the submission with be emailed to you:**

NYSCEF - Appellate Court (Live System)

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**Thank You for your Digital Submission**

The Digital Submission system System has received your e-submitted documents. A notification will be e-mailed to you shortly.

Digital Submission Received Date: **05/20/2020 03:33 PM**

[View Document List](#)

**Appeal Summary**

Appellate Case Number: **2019-12345**  
 Appellate Court: **Appellate Division - 1st Dept (Digital Copy)**  
 Case Type: **Abuse/Neglect**  
 Short Caption: **Mary Sa v. City of New York**


**Parties**


Name	Role in Court of Original Instance	Appellate Role
Mary Sa	Petitioner	Respondent-Appellant
City of New York	Respondent	Respondent-Respondent



**12. When adding documents to an existing case, you will not need to enter Party Information again; just add your document(s):**

NYSCEF - Appellate Court (Live System)

 **Case Already Exists**  
Another document was submitted with this appellate case number, therefore you don't need to enter the case information. If you feel this is a mistake, please contact the [NYSCEF Resource Center](#).

 Court Case Information Parties Documents Review & File

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**Digital Submission: Add Document**

**Appeal Summary**  
Appellate Case Number: 2020-12345  
Appellate Court: Appellate Division - 1st Dept (Digital Copy)  
Case Type: Civil Action - General  
Short Caption: John A Smith v. City of New York

*Add the documents that you want to file as a digital copy.*

*In addition to the general formatting requirements set forth in [Attachment A](#) to the Electronic Filing Rules of the Appellate Division, all documents electronically filed in the First Department shall comply with the formatting specification set forth in the court's [Technical Guidelines](#) for e-filed documents.*

**Document 1**

Document Type

File Name (Max size 100 MB)

Volume Information

**Again, please use the field in “Volume Information” to describe document: i.e. Sentence minutes 1/2/2020.**