

# SUFFOLK COUNTY SUPREME COURT CONVERSION TO ELECTRONIC FILING PROTOCOL EFFECTIVE JANUARY 22, 2024

Conversion of hard copy cases to electronic filing are now performed through the New York State Courts Electronic Filing system (“NYSCEF”).

To convert a case, navigate to the “Supreme Court” page after logging in. At the bottom of the page under the heading “Convert Paper Filings to E-Filing”, choose one of the following options depending on whether a Stipulation and Consent to E-Filing (Form EF-10) or a Letter Application to Convert Pending Action to Electronic Filing (Form EF-28) is being filed:

Submit [Stipulation & Consent to E-Filing \(Form EF-10\)](#); or  
Submit [Letter Application to Convert with Proof of Service \(Form EF-28\)](#).

**IT IS HIGHLY RECOMMENDED** that all information entered into the form be typed into the fields as they are fillable PDFs. This will reduce the likelihood that an email address will not be sufficiently legible and the conversion email notification will not be delivered. The County Clerk will not contact the parties by phone.

Where a Stipulation and Consent is being filed in the case of an ex parte application or where no other party has appeared and only the Plaintiff’s signature can be obtained, include in the PDF of the Stipulation and Consent, an affirmation explaining why only one signature is present.

## **CAPTION ENTRY**

1. The current full caption of the matter must be stated and the name of the assigned judge, if any, must be noted on the face of the form. If the full caption cannot be entered in the space on the form, the caption will reflect that there is an attached rider that states the full caption of the parties.
2. The entry of parties **MUST** comply with the Suffolk County E-File Caption Protocol which can be found at:  
<https://suffolkcountyny.gov/Portals/0/formsdocs/clerk/pdfs/Captions%20Entry%20Protocol.pdf>

## **CONVERSION OF CASES POST-REQUEST FOR JUDICIAL INTERVENTION**

1. The name of the assigned Judge **MUST** be listed in the space provided on the Letter Application or hand-written on the face of the Stipulation and Consent. The failure to include this information will result in the document being returned for correction. An email will be sent to the filing party via NYSCEF if the conversion document is returned.
2. Once the matter has been converted, if a Request for Judicial Intervention (“RJI”) was previously filed in hard copy and either the assigned judge is unknown, the assigned judge is no longer on the bench or the matter is post-disposition, the following should be done:
  - (i) Obtain a copy of the RJI from the County Clerk, if one is not already available, or enter the information to the best of your knowledge in order to complete the RJI worksheet on NYSCEF;

(ii) File **ONLY** the RJJ in NYSCEF. A PDF of the paper RJJ can be uploaded or the System can generate one. The latter is recommended otherwise the original paper document will have to be scanned at a reduced size so that the NYSCEF stamps do not interfere with the text of the document;

(iii) At the payment screen, choose the Fee Already Paid option and enter the payment information from the original receipt, if available, **OR** a short random series of numbers for the receipt number and the date the RJJ is being electronically filed as the payment date.

## THE PROCESS

1. On the landing page of the submission you wish to file, choose Suffolk County from the drop-down menu.
2. The next page requires the case type be chosen. This should be the same as the case type chosen on the RJJ.
3. When adding the parties, it is **REQUIRED** that **ALL** parties to the case as of the time of conversion be entered. Use the “Add Another . . .” button for each additional party that must be entered. If all parties are not entered, the filing will be rejected.
4. The only document that may be uploaded to the case is either the Stipulation and Consent or the Letter Application as is appropriate. Insert the index number in the “Additional Information” field. If available, include the payment receipt number for the index number and the manner of payment in that field as well. The proper redaction status of the uploaded document must be checked.
5. The last screen requires acknowledgment of the same information prior to clicking “File Documents”.
6. When conversion is complete, the County Clerk will upload the minutes of the hard copy case to NYSCEF just as was done with conversions using EDDS.

In the event the conversion document is returned for correction, this filing **WILL NOT** appear under “My Cases”. The case must be searched by name. Once located, upload the corrected document using the “Re-file Document” link in the Document List.

Upon completion of conversion by the County Clerk, the parties will receive an email from County Clerk staff advising that the case has been converted. Consents to represent may then be added and any and all filings may be made thereafter. **NO** hard copy documents may be filed in the case subsequent to conversion except as permitted under Civil Practice Law and Rules Article 21-a, Uniform Rules 202.5-b and 202.5-bb or the Protocol for Electronic Filing in Suffolk County Supreme Court.