



**Northern District of New York  
Administrative Procedures for Electronic  
Case Filing ("ECF") as set forth  
in General Order #22**

☒ **Scope:**

All documents submitted for filing, **no matter when a case was originally filed**, shall be scanned and uploaded to ECF unless otherwise permitted by the Administrative Procedures or unless otherwise authorized by the assigned judge.

☒ **Exceptions:**

The following types of cases and/or documents **are not** required to be filed electronically:

1. Initial papers commencing an action
2. Any document filed by a party proceeding *pro se*
3. Sealed documents, sealed cases, documents for *in camera* review, documents lodged with the Court, *ex parte* documents, confidential agreements, Qui Tam actions and Grand Jury material and warrants
4. Social security transcripts
5. State court records submitted with a respondent's answer to a habeas corpus petition
6. Discovery material

☒ **Complaints, Civil Cover Sheets and Summonses:**

Currently the Clerk's Office will only accept complaints, civil cover sheets and summonses sent by United States mail or delivered in person to the Clerk's Office. The complaint, civil cover sheet and summons must be submitted to the Court on a 3.5" disk or CD as either a .pdf scanned document or a .pdf text document (if possible, the complaint should be a .pdf text document).

☒ **Time of Filing:**

A document will be deemed timely filed if electronically filed prior to midnight Eastern Time.

☒ **Attachments and Exhibits:**

Unless the Court otherwise orders, all documents referenced as exhibits or attachments shall be filed electronically. Filing Users are encouraged to submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under the Court's consideration. Filing Users who file excerpts of documents as exhibits or attachments under these Administrative Procedures **do so without prejudice** to their right to timely file additional excerpts or the complete document.

☒ **Large Documents:**

Documents larger than four megabytes (approximately ninety pages of .pdf text) must be filed electronically in separate four-megabyte segments. A party who believes a document is too lengthy to electronically image, *i.e.*, "scan," may contact the Clerk's Office for permission to file that document conventionally.

☒ **Document Retention:**

The Filing User shall retain all documents containing original signatures of anyone other than the Filing User for a period of not less than sixty days after all dates for appellate review have expired.

☒ **Multiple Signature Documents:**

A document requiring signatures of more than one party must be filed electronically either by (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; or (3) in any other manner approved by the Court.

☒ **Authenticity Disputes:**

A party who disputes the authenticity of an electronically-filed document with a non-attorney signature or the authenticity of the signature on that document must file an objection to the document within **ten days** of receiving the Notice of Electronic Filing or within **ten days** of receiving the document.

☒ **Correcting Docket Entries:**

Once a document is submitted and becomes part of the case docket, i.e., the Filing User receives a Notice of Electronic Filing, only the Clerk's Office can make corrections to that docket entry. As soon as possible after an error is discovered, the Filing User should contact the Clerk's Office with the case number and document number for which it is requesting a correction. If appropriate, the Court will make an entry indicating that the document was filed in error. The Clerk's Office will notify the Filing User *if* the document needs to be refiled.

☒ **Technical Failures:**

If the Court's CM/ECF site experiences a technical failure, a Filing User may submit documents to the Court that day in an alternate manner, i.e., in person. Please consult General Order #22 for more information on this subject.

☒ **Public Access and Privacy Concerns:**

In accordance with the policy that the Judicial Conference has established, social security cases are not available for public view over the Internet. In social security cases, only counsel in the case may retrieve certain documents.

☒ **Sensitive Information:**

As the public may access certain case information over the Internet through the Court's Internet site, sensitive information should not be included in any document filed with the Court unless such inclusion is necessary and relevant to the case. Please consult Local Rule 8.1 for specific guidance on handling sensitive information.

☒ **ECF Assistance:**

For assistance with any questions relating to ECF, please contact the Court via the Help Desk numbers listed below or at [ecfhelp@nynd.uscourts.gov](mailto:ecfhelp@nynd.uscourts.gov). The Court's Help Desk is staffed between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday.

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| <b>Help Desk – Syracuse</b>   | <b>1-315-234-8687</b> |
| <b>Help Desk – Albany</b>     | <b>1-518-257-1815</b> |
| <b>Help Desk – Utica</b>      | <b>1-315-266-1195</b> |
| <b>Help Desk - Binghamton</b> | <b>1-607-779-2671</b> |