

FAMILY COURT OF THE STATE OF NEW YORK  
COUNTY OF

-----x

Petitioner,

File No. \_\_\_\_\_

- against -

Docket No. \_\_\_\_\_

Respondent.

-----x

**NOTICE OF ELECTRONIC FILING  
(Consensual Case)**

**You have received this Notice because:**

- The Petitioner, whose name is listed above, has filed this case using the New York State Courts e-filing system, and
- You are a Respondent (a party) in this case.

**If you are represented by an attorney:** give this Notice to your attorney (Attorneys: see "Information for Attorneys" pg. 2).

**If you are not represented by an attorney:** you are not required to e-file. You may serve and file documents in paper form and you must be served with documents in paper form. However, as a party without an attorney, you may choose to e-file.

**If you choose to E-File**

**You must have:**

- computer with internet access and access to a printer
- an email address that you regularly check
- scanner or software to turn your court papers into a PDF

**Benefits of E-Filing**

**You can:**

- serve and file your documents electronically
- view your case file on-line
- limit your number of trips to the courthouse

There are no fees to file, view, or print your case records.

To sign up for e-filing or for more information about how e-filing works, you may:

- visit: [www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented) or go to the Help Center or Clerk’s Office at the court where the case was filed.
- To find information about representing yourself visit: [www.nycourts.gov/courthelp](http://www.nycourts.gov/courthelp).

**Information for Attorneys**

An attorney representing a party who is served with this notice must either consent or decline consent to electronic filing and service through NYSCEF for this case.

Attorneys registered with NYSCEF may record their consent electronically in the manner provided at the NYSCEF site. Attorneys not registered with NYSCEF but intending to participate in e-filing must first create a NYSCEF account and obtain a user ID and password prior to recording their consent by going to [www.nycourts.gov/efile](http://www.nycourts.gov/efile).

Attorneys declining to consent must file with the court and serve on all parties of record a declination of consent.

For additional information about electronic filing and to create a NYSCEF account, visit the NYSCEF website at [www.nycourts.gov/efile](http://www.nycourts.gov/efile) or contact the NYSCEF Resource Center (phone: 646-386-3033); e-mail: ([nyscef@nycourts.gov](mailto:nyscef@nycourts.gov) )

Dated: \_\_\_\_\_

\_\_\_\_\_ (Printed Name)  
 \_\_\_\_\_ (Firm Name – if applicable)  
 \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (E-Mail)

[ ] I am not required to provide any personal information, which would include my address and phone number pursuant to the Address Confidentiality Order previously granted in this case.

To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_