

New York State Courts

Electronic Filing



Family Court: Processing the Initial Petition

NYSCEF Resource Center

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NYSCEF Instructions

Processing Petitions

Log into NYSCEF and Click on To Do List (not the EDDS To Do List). On the To-Do List, click on the User Group you will be working in. Select “Find To-Do Items.” Click on the To-Do Item Step “Assign File Number” or “Assign Docket #.”

To-Do List

[Home](#)**Court**

New York County Family Court

User Group

Paternity

Sort By

To-Do Item

Find To-Do Items

[Return to Home Page](#)

TO DO Items Found: 1

To process an item, click on the "To Do Item" link.

Bulk Forwarding

To forward multiple to do items, click the Bulk Forward button and you can choose each item to forward.

Bulk Forward

Bulk Process

Processing multiple TO DO items is only available for certain items (Process Document, Approve Judgment, CC File). Check the box next to each item, then click the Bulk Process button.

Select All

Deselect All

Bulk Process

To Do Item
Group
Payment

Document Information

Case Information

[Assign File Number](#)
Paternity

[INITIAL PETITION](#)
Received: 08/01/2022
Filed By: [P. Petition](#)

[Not Assigned](#)
Patricia Petitioner - against - Patrick Respondent
Paternity

Bulk Process

Bulk Forward

By clicking on the “Assign File Number” (for Initial Petitions) or “Assign Docket #” (for Petitions) step, you have locked the item that no other clerk can select the same item to process.

Now that this To-Do Item is open, you may review the filings and cross-reference, or record check the party name in UCMS. You may open each of the documents filed to review them, just as you would with paper filings or documents that came through EDDS.

Once you’ve determined that this case should receive a File Number and Docket Number (for Initial Petitions, or just the docket number for Petitions), build the case as you normally would in UCMS, from entering the party names all the way through scheduling the first appearance. (When entering the filed date, remember the rule that states, filings after 5PM, weekends or holidays are considered filed 9AM the next day the court is in session).

On the NYSCEF page, click “Assign”

To Do Item: Assign File Number & Docket Number

 [Home](#)

To process this item, review the documents filed and parties added. Then, if applicable, enter the number of dockets needed and assign a judge.

Filing Received By: Resource Center

Received Date: 03/30/2023

Court: **New York County Family Court (Manhattan)**

In the Matter of a Proceeding for: **Support**

Children: **Example Child (03/06/2023)**

Petitioner, **Example Mother**

- against -

Respondent, **Example Father**

Children Added

Name	Role	Date of Birth
Example Child	Child	03/06/2023

Documents Filed

Doc #	Document	Status
1	INITIAL PETITION	Pending
2	ADDRESS CONFIDENTIALITY AFFIDAVIT	Pending
3	PERSONAL INFORMATION FORM	Pending
4	NOTICE OF APPEARANCE (ATTORNEY)	Pending

Assign File Number and Docket Number

*Click the **Assign** button below to generate the **NYSCEF Identifier** that will be displayed on the next page. This number is used to link e-filed cases to the UCMS Family application.*

File Number

Will be assigned upon UCMS processing

Docket Number for Example Child (03/06/2023)

Will be assigned upon UCMS processing

Cancel

Cancel & Lock

Forward

Return/ Remove Document

Assign




After you have clicked “Assign,” NYSCEF will bring you to a To Do Item Complete page and will display the NYSCEF Identifier. Highlight and COPY (Ctrl+C on your keyboard) the NYSCEF Identifier on the NYSCEF page.

To Do Item Complete

A NYSCEF Identifier has been assigned for each docket. This number is used to link e-filed cases to the UCMS Family application. After the NYSCEF Identifier is entered into UCMS Family, the file number and/or docket numbers will be updated in NYSCEF. All future documents filed into this case will be shared between NYSCEF and UCMS Family.

COPY (Ctrl+C) the NYSCEF Identifier

You can also manually assign a file number and/or docket number for this case in NYSCEF, if needed. A link is provided in the Case Details tab for each case.



NYSCEF Identifier: **YAXZIH** - (Example Child (03/06/2023))

Court: **New York County Family Court (Manhattan)**

In the Matter of a Proceeding for: **Support**

Petitioner, **Example Mother**

- against -

Respondent, **Example Father**

Documents Filed

Doc #	Document
1	INITIAL PETITION
2	ADDRESS CONFIDENTIALITY AFFIDAVIT
3	PERSONAL INFORMATION FORM
4	NOTICE OF APPEARANCE (ATTORNEY)

PASTE (Ctrl+V on your keyboard) the identifier into the UCMS’s NYSCEF Tab in the Identifier box.

Attorney

Case Create-Fam

Court Activity

E-Share

E-Signature

Forms

Inquiry

Inquiry - OP/TOP

Motions

Objections

Ordered Reports

Permanency

Print Queue

Registry Check

Reports

Rescheduling

Scheduling

Transfers

Treatment/Service

File #: *NEW*

Docket #: F-*NEW*-23

Role: Docket Member

DOB

PASTE (Ctrl+V) the NYSCEF Identifier

Reliefs | File Members | **File Agencies** | Roles | Relationships | NYSCEF

NYSCEF Identifier: YAXZIH

Verify Filing

Click “Verify Filing.” UCMS will show list of the party names and list the filed documents in NYSCEF.

Compare the party names to verify that you have entered the correct NYSCEF Identifier was entered into UCMS.

Click “Done.”

Reliefs | File Members | File Agencies | Roles | Relationships | **NYSCEF**

NYSCEF Identifier: YAXZIH

Filing Verified: YAXZIH

Filing Parties

Name	DOB	Role
Example Mother	01/01/2000	Petitioner
Example Father		Respondent
Example Child	03/06/2023	Child

Verify the correct NYSCEF Identifier was entered into UCMS by confirming the NYSCEF information

Filed Documents

Title	Details	Date Filed
INITIAL PETITION		03/30/2023
ADDRESS CONFIDENTIALITY AFFIDAVIT		03/30/2023
PERSONAL INFORMATION FORM		03/30/2023
NOTICE OF APPEARANCE (ATTORNEY)		03/30/2023


Apply

Done Cancel

UCMS will alert the filer of the documents from NYSCEF to be imported to UCMS. Click “Yes” to Proceed:

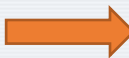
DOB	SSN
03/20/2023	- -
01/01/2000	- -

NYSCEF Identifier Update

 You are about to Add the NYSCEF Identifier for this docket.

This action will import all of the NYSCEF filed documents listed into UCMS and notify NYSCEF of the UCMS docket number they have been attached to.

Would you still like to proceed?



(Suffix)

Next, go to Forms.

Case Create - Done

File Number : 318888

Docket Number(s):

Docket	IVD	Name
F-01312-23	(IVD)	Example Father(R)

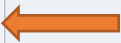
What would you like to do?

☐ Go to Attorneys

☐ Go to Scheduling

☒ Go to Forms

☐ Print a Case Create Summary



In UCMS, generate/attach the forms (Summons, Notice to Appear, Financial Disclosure Affidavits) appropriate for the docket. The form type you select will determine whether the document is visible in NYSCEF (***please read Understanding Document Sharing and Visibility***). In addition to any form you generate or select, please select the following forms:

From Section One: “Affidavit of Service – Unexecuted” *This form is visible in NYSCEF.*

Form #	Description	Word	NYSCEF
FC-112-Unexecuted	Affidavit of Service - Unexecuted	✓	✓

Make the following selections for generating this Affidavit of Service:

UCMS Form Generation: Affidavit of Service - Unexecuted

Please select one or more documents to be served

☒ Petition

☐ Order To Show Cause

☒ Summons

☐ Order of Protection

☒ Other Document

Notice of Electronic Filing

From Section Two: “Notice of Electronic Filing.” A link to the EF-FAM-1 form: [Notice of Electronic Filing](#)

☒ Other Form:

Notice of Electronic Filing

Select Form Type

Notice

Click “Move to Completed” all the UCMS-generated Forms.

UCMS Form Generation: Affidavit of Service - Unexecuted

Generated Forms:

Save as Draft
Will not be made available through Inquiry or submitted to E-Signatures

Form	Case #	File #	Docket
Affidavit of Service - Unexecuted		318880	V-01300-23

View/Edit...
Print...
Delete

Select All Unselect All

▲ Move to Draft ▼ Move to Completed

Mark as Completed
Will be converted to PDF and either submitted to E-Signatures or made available through Inquiry.

Form	Case #	File #	Docket	Next Step
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View/Edit...
Print...
Delete

Select All Unselect All

Back Finish Cancel

Move Forms to Completed and click "Finish"

Click "Finish" to exit the Forms Generator.

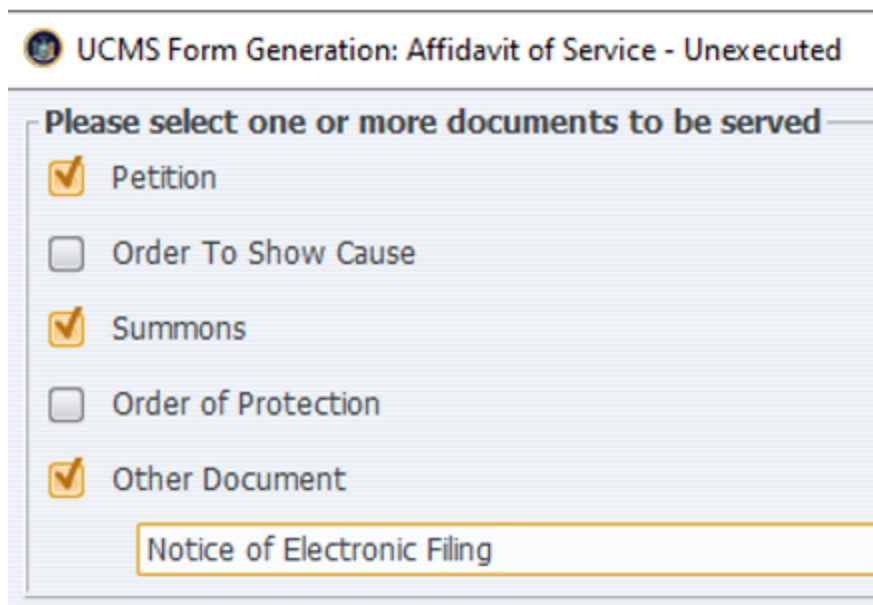
Click "Done" to save and close the docket.

Done

Quick Steps

1. On the NYSCEF To-Do list, click “Assign File Number” or “Assign Docket #”
2. Review the Petition and other documents filed, as you would an EDDS submission/paper filing.
3. Build the case into UCMS.
4. In NYSCEF, click “Assign”
5. On the NYSCEF “To Do Item Complete” page, copy (Ctrl+C) the NYSCEF Identifier and paste (Ctrl+V) the identifier into the new NYSCEF tab.
6. Click “Verify Filing.” UCMS will display the NYSCEF party names and documents filed.
7. Click “Done.”
8. Click “Yes” on the pop-up to allow UCMS link its record to the respective NYSCEF case.
9. Go to Forms
10. Generate the Summons, Notice to Appear and other appropriate forms. Forms that must be selected:
 - i. **(from Section One)** Affidavit of Service – Unexecuted *(when generating this form, select the following documents to be served: Petition, Summons and Other Document (type in “Notice of Electronic Filing”))*
 - ii. **(from Section One)** Notice of Electronic Filing

Make these selections when generating “Affidavit of Service – Unexecuted”



UCMS Form Generation: Affidavit of Service - Unexecuted

Please select one or more documents to be served

- ☒ Petition
- ☐ Order To Show Cause
- ☒ Summons
- ☐ Order of Protection
- ☒ Other Document

Notice of Electronic Filing

11. Click “Move to Completed” for any UCMS-Generated Form. Click “Finish” and then click “Done”