



Office of Court Administration
Division of E-Filing

New York State Courts Electronic Filing



Processing the NYSEF INTAKE/NYSCEF INTAKE FORM

Processing documents through NYSCEF for non e-filed Family Court matters

Introduction: The NYSCEF Identifier

In prior trainings, you have learned about processing the Petition and Initial Petition, entering the NYSCEF Identifier into UCMS (via the Case Create function). This action, causes the documents that are filed into NYSCEF shared with UCMS and documents that are generated or uploaded into UCMS, shared with NYSCEF.

The NYSCEF Identifier is a six-character code, consisting of letters, that is generated by NYSCEF once one of the following documents are processed:

INITIAL PETITION

PETITION

In a recent update to the NYSCEF system, filers will now have the option to file documents through NYSCEF to non e-filed Family Court matters (proceedings commenced by Petitions filed in person or through EDDS). When a filer chooses in NYSCEF to file to a non e-filed case, they will have the opportunity to file any document other than a Petition or Initial Petition. In other words, this functionality will allow filers to upload Motions, Exhibits or Affirmation Documents – simply any document other than a Petition.

To support this new functionality, some new additions have been made to the NYSCEF process. There is also a Training video to demonstrate all the new functionality.

Let's start with the filing screen for attorneys and unrepresented litigants. The new option on the Family Court that allows filers to e-file documents into cases that were filed in person or through EDDS is as shown below:

- **File a Document into a Non E-Filed Case**

*This is for documents related to a proceeding/petition previously filed in Family Court where a file or docket number **DOES EXIST** but is **NOT** in NYSCEF.*

Once the filers select this option, they will be required to enter the same information that they would be required to enter when filing a petition. As a reminder, the filer enters the County, Case Type and Caption of the proceeding.

Once the filer enters the above case information, NYSCEF leads them to a page where they may attach the document(s) they are filing. Based on the filer making the selection to “File a Document into a Non E-Filed Case”, NYSCEF will generate one of the following documents. The document type names are:

NYSCEF INTAKE – a document generated when an attorney files to a non e-filed matter.

NYSCEF INTAKE FORM – a document generated when an unrepresented litigant files to a non e-filed matter.

Both the NYSCEF Intake and NYSCEF Intake Form are documents automatically generated by NYSCEF that contain the case information the filer has entered, including the file and docket number the filer wants to file these documents to.

The reason for the creation of two separate forms is because:

NYSCEF INTAKE – Will require an attorney to e-file a Notice of Appearance, whether or not there is a Notice of Appearance in the UCMS

NYSCEF INTAKE FORM – will require an unrepresented litigant to e-file an image of their photo ID.

Here's the differences in a chart:

Document Type	Filed By	Other Document Required to Proceed
NYSCEF Intake	Attorney	Notice of Appearance
NYSCEF Intake Form	Unrepresented Litigant	Copy of a Photo ID

These two documents are **essential** to this new functionality for 2 main reasons:

1. The clerk will use the information in these documents to find the case that already exists in UCMS.
2. Processing these two documents will generate a NYSCEF identifier(s) that the clerk may use to link UCMS and NYSCEF, as they would the Petition/Initial Petition.

These two documents are **similar to** processing the Petition/Initial Petition in 2 main ways:

1. The clerk will generate a Notice of E-Filing for the filer to serve on the opposing party(ies).
2. The clerk may have to generate UCMS documents based on what was filed by the filer.

These two documents are **different** than processing the Petition/Initial Petition in 2 main ways:

1. The clerk will not have to create the case in UCMS because the case already exists.
2. The clerk will not have to generate the Summons, Affirmation of Service, Financial Disclosure Affirmation that's normally generated based on the filing of a Petition.

The instructions that follow will demonstrate the processing of the **NYSCEF Intake** and **NYSCEF Intake Form** Documents.

Processing the **NYSCEF INTAKE** document

Start by logging in and going to the NYSCEF Family Court To-Do List.

Click on “Assign File Number”

To-Do Items Found: 98

To process an item, click on the "To Do Item" link. Click the docket number to view the details of the case or the document name to view the PDF submitted.

To Do Item	Document Information	Case Information
Assign File Number Custody/Visitation	NYSCEF INTAKE FORM Received: 05/14/2025 Filed By: Litigant, Unrepresented	Not Assigned Test TEst - against - Test TEst Custody/Visitation
Assign File Number Custody/Visitation	NYSCEF INTAKE Received: 05/14/2025 Filed By: Hagen, Tom	Not Assigned Mark Miller - against - Sutton Strack Custody/Visitation

The To Do Item Processing page looks exactly as it would if the main document that was filed was the Petition or Initial Petition.

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.

Received By: Tom Hagen

Received Date: May 14, 2025 01:07 PM

File Number: 888888

Docket Number: V-88888-25

Court: **Bronx County Family Court**

In the Matter of a Proceeding for: **Custody/Visitation**

Children: **Beverly Miller (05/01/2025)**

Petitioner, **Mark Miller**

- against -

Respondent, **Sutton Strack**

Children Added

Name	Role	Date of Birth
Beverly Miller	Child	05/01/2025

Documents Filed

Doc #	Document	Status
1	NYSCEF INTAKE	Pending
2	NOTICE OF APPEARANCE (ATTORNEY)	Pending
3	EXHIBITS Test Test Test	Pending


Click on the Document Filed, “NYSCEF INTAKE” to view the case information that has been entered by the filer.

Documents Filed		
Doc #	Document	Status
1	NYSCEF INTAKE	Pending
2	NOTICE OF APPEARANCE (ATTORNEY)	Pending
3	EXHIBITS Test Test Test	Pending

Use this case information provided by the filer to find the respective case in UCMS:

NYSCEF DOC. NO. 1

FILE #UNASSIGNED
DOCKET #UNASSIGNED



BRONX COUNTY FAMILY COURT
COUNTY OF BRONX

Mark Miller
-v.-
Sutton Strack

NYSCEF INTAKE

File #: 888888
Docket #: V-88888-25
Case Type: Custody/Visitation
Children: Beverly Miller (05/01/2025)

Once the clerk has identified the case in UCMS, review the remaining documents filed in NYSCEF.

If there are multiple dockets within the same case type that these filed document, NYSCEF provides an option to select how many dockets these filed documents should be filed to:

Assign File Number and Docket Number

Select the number of dockets needed for each child. A NYSCEF Identifier will be generated for each docket and 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 Beverly Miller (05/01/2025)
Select the number of dockets to create

Create 1 Docket
Create 2 Dockets
Create 3 Dockets

Click "Assign"

Assign

The To Do Item is complete and NYSCEF has generated a NYSCEF Identifier (or multiple identifiers, depending on how many were selected), to be entered into UCMS.

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.

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: [X5VNE9](#) - (Beverly Miller (05/01/2025))

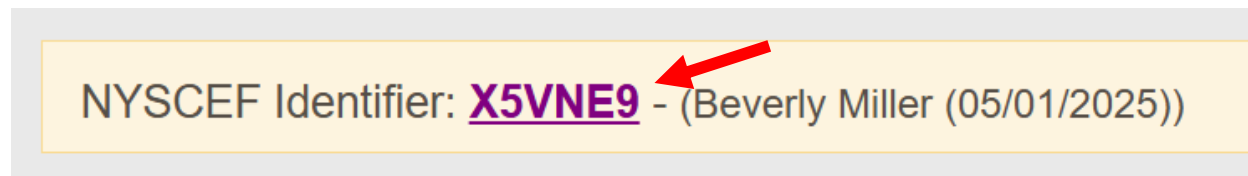
Court: **Bronx County Family Court**
In the Matter of a Proceeding for: **Custody/Visitation**

Petitioner, **Mark Miller**
- against -
Respondent, **Sutton Strack**

Documents Filed

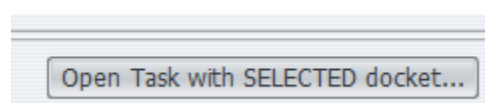
Doc #	Document
1	NYSCEF INTAKE
2	NOTICE OF APPEARANCE (ATTORNEY)

Before entering the identifier, the clerk may make changes to the Case Type or to the Caption by clicking on the NYSCEF Identifier link:

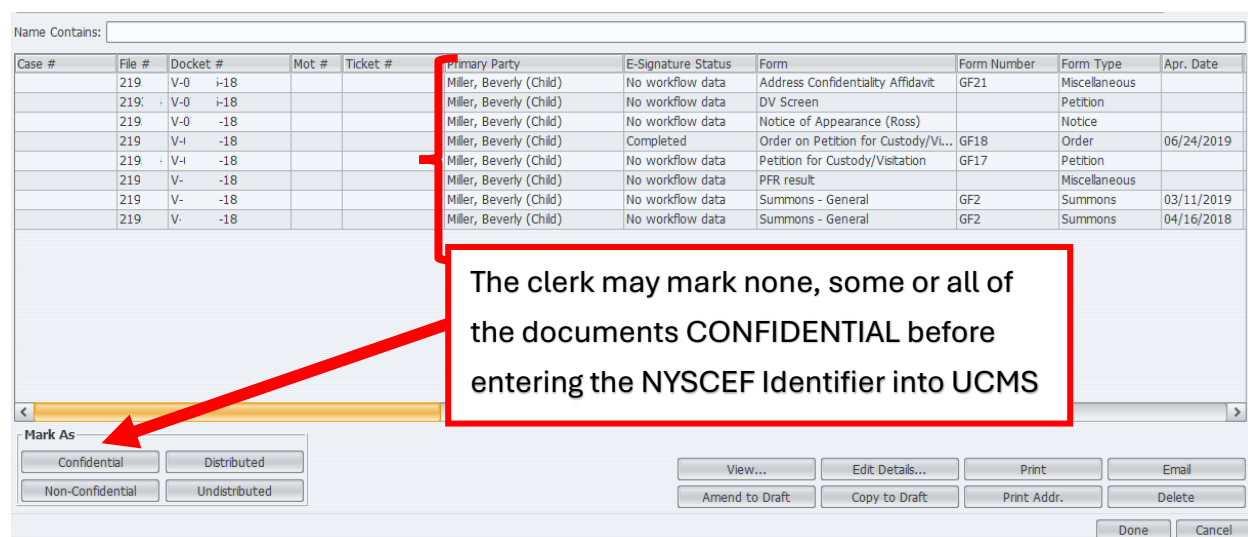


Please note: The case type in UCMS and NYSCEF must match before the identifier is accepted into UCMS.

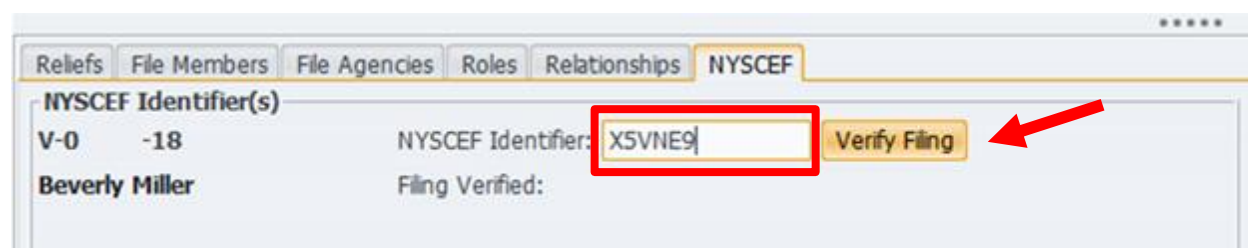
In UCMS, from the Inquiry task, open the docket(s) with the Case Create-Fam task.



Review in UCMS whether there is an address confidentiality order in file, or whether there is anything within the documents that should not be seen by the opposing party(ies). If so, the clerk may mark all or some of the documents confidential.



In the NYSCEF Tab, enter the NYSCEF Identifier and click “Verify Filing”



UCMS will display the caption and documents as it is in NYSCEF. This pop-up screen is an opportunity clerk the clerk to ensure the NYSCEF Identifier was entered into the correct docket in UCMS.

Click Close.

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

NYSCEF Identifier(s)

V-0 i-18 NYSCEF Identifier: X5VNE9 Verify Filing Clear

Beverly Miller Filing Verified: X5VNE9

Apply

V-0 -18 - Beverly Miller - X5VNE9

Filing Parties

Name	DOB	Role
Mark Miller		Petitioner
Sutton Strack		Respondent
Beverly Miller	05/01/2025	Child

Filed Documents

Title	Details	Date Filed
NYSCEF INTAKE		05/14/2025
NOTICE OF APPEARANCE (ATTORN...		05/14/2025
EXHIBITS	Test Test Test	05/14/2025

Close

If the NYSCEF identifier was entered into the wrong docket, click “Clear.” The Identifier is not saved in UCMS and the clerk may find the docket in UCMS that should be linked to NYSCEF.

If the NYSCEF Identifier was entered into the correct docket, click “Apply”

After clicking apply, UCMS will alert the clerk of the following:

If the clerk clicks “No”, UCMS provides another opportunity to clear the NYSCEF identifier.

If the clerk clicks “Yes”, all NYSCEF documents are imported into UCMS and all documents in UCMS are imported into NYSCEF. Also, the UCMS File number and docket number are shared with NYSCEF.

The filer at that time will receive an email notification of the File and Docket number, as well as a notification of the imported documents.

At this time, the clerk may now take any action on the document that was filed in NYSCEF. As an example, if a motion was filed, the clerk may schedule it in UCMS.

Lastly, the clerk must generate a Notice of Electronic Filing. This is a document that is required by rule to be served by the filing party onto the other parties in the case. The Notice of E-Filing is a document available in the UCMS Generatable Forms section:

Form #	Description	Word	NYSCEF
EF-FAM-1	Notice of Electronic Filing	✓	✓

Processing the **NYSCEF INTAKE FORM** document

As previously mentioned, the NYSCEF INTAKE FORM is a document that is generated by NYSCEF when an Unrepresented Litigant selects to file a document into a non e-filed case. For an Unrepresented litigant to file into a non e-filed case, they would make the selection below on their filing menu:

File a Document to a Non E-Filed Case

This is for documents related to a proceeding/petition previously filed in Family Court where a file or docket number DOES EXIST but is NOT in NYSCEF.

When filing, the Unrepresented Litigant will be required to upload a copy of their Photo ID:

Documents Ready for Filing

Doc #	Document	Action
1	NYSCEF INTAKE FORM	

Accompanying Documents

Click the "Choose File" button to attach the required documents listed. * Required fields.

Document 2



You are required to upload a PDF of your photo ID to confirm your identity. If you cannot upload a copy of your photo ID, you should [contact the court](#) for assistance. Acceptable identification documents are:

- Copy of state or government issued photo ID
- Copy of Native American tribal document

Once the documents are filed, the item will appear on your To-Do List, as below:

To-Do Items Found: 98

To process an item, click on the "To Do Item" link. Click the docket number to view the details of the case or the document name to view the PDF submitted.

To Do Item	Document Information	Case Information
Assign File Number Custody/Visitation	NYSCEF INTAKE FORM Received: 05/14/2025 Filed By: Litigant, Unrepresented	Not Assigned Test TEst - against - Test TEst Custody/Visitation
Assign File Number Custody/Visitation	NYSCEF INTAKE Received: 05/14/2025 Filed By: Hagen, Tom	Not Assigned Mark Miller - against - Sutton Strack Custody/Visitation

The steps to process these documents are like processing the NYSCEF INTAKE document that's filed by an attorney.

The essential difference is that the clerk that is processing this NYSCEF INTAKE FORM is validating the PHOTO ID that is uploaded with the Unrepresented Litigant's documents.

When the clerk processes these items and links the UCMS case to NYSCEF, by entering the NYSCEF Identifier into UCMS, the account holder will get access to all the documents that were previously uploaded into UCMS.

Review in UCMS whether there is an address confidentiality order in file, or whether there is anything within the documents that should not be seen by the opposing party(ies). If so, the clerk may mark all or some of the documents confidential.

Name Contains:

Case #	File #	Docket #	Mot #	Ticket #	Primary Party	E-Signature Status	Form	Form Number	Form Type	Apr. Date
219	V-0	i-18			Miller, Beverly (Child)	No workflow data	Address Confidentiality Affidavit	GF21	Miscellaneous	
219	V-0	i-18			Miller, Beverly (Child)	No workflow data	DV Screen		Petition	
219	V-0	-18			Miller, Beverly (Child)	No workflow data	Notice of Appearance (Ross)		Notice	
219	V-1	-18			Miller, Beverly (Child)	Completed	Order on Petition for Custody/Visitation	GF18	Order	06/24/2019
219	V-1	-18			Miller, Beverly (Child)	No workflow data	Petition for Custody/Visitation	GF17	Petition	
219	V-	-18			Miller, Beverly (Child)	No workflow data	PFR result		Miscellaneous	
219	V-	-18			Miller, Beverly (Child)	No workflow data	Summons - General	GF2	Summons	03/11/2019
219	V-	-18			Miller, Beverly (Child)	No workflow data	Summons - General	GF2	Summons	04/16/2018

The clerk may mark none, some or all of the documents CONFIDENTIAL before entering the NYSCEF Identifier into UCMS

Mark As

Confidential Distributed

Non-Confidential Undistributed

View... Edit Details... Print Email

Amend to Draft Copy to Draft Print Addr. Delete

Done Cancel

The clerk may follow the normal instructions of entering the NYSCEF Identifier into UCMS in the Case Create task.

#Remove NYSCEF Identifier

At the time of processing specific documents in NYSCEF, the clerk enters the NYSCEF identifier in UCMS' new NYSCEF tab. At that time, NYSCEF and UCMS are linked, so that documents are shared between the two systems for that docket. Those documents are:

- **INITIAL PETITION**
- **PETITION**
- **NYSCEF INTAKE**
- **NYSCEF INTAKE FORM**

There have been instances where the clerk entered the NYSCEF Identifier into the wrong case in UCMS in error.

Once the NYSCEF Identifier is Verified in UCMS, the identifier cannot be removed without the help of the NYSCEF and UCMS Teams.

The NYSCEF Identifier could be entered in UCMS in error because of the following reasons:

1. The clerk entered the identifier into the wrong case and needs a new NYSCEF identifier to enter into the correct UCMS case; OR
2. The clerk entered an identifier into a case that should not have been accepted by that court and the clerk will not be accepting these documents for filing, ergo does not need a new NYSCEF identifier.

If one of the above instances should occur and you require the NYSCEF Identifier to be removed, please contact the NYSCEF Resource Center via email (nyscef@nycourts.gov) with the subject **#Remove NYSCEF Identifier**, containing the following information:

1. Court (County Name)
2. The File and Docket Number in UCMS
3. Caption of the case
4. The NYSCEF Identifier
5. A brief description of the scenario (which should either be relative to reason 1 or 2 above)

The NYSCEF Resource Center will open a Help Ticket where the UCMS and NYSCEF Technical Teams will coordinate the removal of the identifier. Once the identifier has been removed, NYSCEF will contact you that the identifier has been removed the UCMS and the specific document (that created the NYSCEF Identifier) is back on the To-Do list.

At that time, the clerk may:

1. Scenario 1: Process the item from the To Do list to have a new NYSCEF Identifier assigned. The clerk may now build the correct type of case in UCMS/link the correct docket and enter the new NYSCEF Identifier into UCMS.
2. Scenario 2: The clerk may now return/remove documents in NYSCEF as originally intended.

TRAINING/SUPPORT



The NYSCEF Resource Center is available to you:

Monday – Friday

8:00am – 5:30pm

By phone: 646-386-3033

By e-mail: nyscef@nycourts.gov (Subject: #CourtUser)