

SUPREME COURT, CIVIL BRANCH NEW YORK COUNTY

PROTOCOL ON COURTHOUSE PROCEDURES FOR ELECTRONICALLY FILED CASES

Attorneys seeking information about how the court's filing by electronic means system ("FBEM") works are advised to consult the *User's Manual* and *FAQ's*, both available on-line at the FBEM website (see "E-Courts" at www.nycourts.gov). What follows is an outline of the steps that will be used in e-filed cases to satisfy traditional courthouse requirements for the processing of cases, such as the submission of orders to show cause. The steps outlined here seek, to the maximum extent possible, to integrate e-filing capabilities with normal courthouse procedures in ways that will save attorneys time, trouble and trips to the courthouse while meeting the needs of Justices and the court.

A. Identifying E-Filed Cases

1) **Cases Commenced via FBEM:** Cases that are commenced by filing of the initial papers with the FBEM system are identified as e-filed cases by assignment of an index number from special groups of numbers (i.e., cases beginning with 650,000 (Commercial matters), 250,000 (tax certiorari matters), and 150,000 (tort cases)).

2) **Cases Converted to FBEM:** Cases originally commenced in hard-copy form but later converted to FBEM status will bear a regular index number initially. However, when a case is converted to that status, court staff will change the case category in the court's Civil Case Information System ("CCIS") computer to identify the matter as a FBEM case. In addition, as soon as consent to e-filing has been given by the adversary of the party that invoked the FBEM process, court staff will change the action-type notation in CCIS to reflect further the FBEM status of the matter (e.g., from "Contract" to "E Contract"). This will also add a suffix to the index number in CCIS (e.g., 600136/2005 E). This suffix serves only as an identification and is not formally a part of the index number that will be assigned by the County Clerk. **Attorneys must use the suffix in the form illustrated here on all papers filed with the court in electronically-filed matters.**

B. FBEM and the Court's Case Management System

At present, the FBEM system is a filing system only. In contrast with the Federal software, it currently is not linked to the court's case management system (CCIS), which serves as the basis for the generation of motion and other calendars, the transmission of certain notices, etc. Court staff will enter data in CCIS for FBEM cases in the same way as is done with all other cases.

C. Filing of Papers Generally

1) **Fees:** Court fees (e.g., RJI fee, motion fee) in FBEM cases may be paid for on-line using a credit card. Papers may also be filed with the FBEM system and the fee may be paid at the County Clerk's Office. In the latter case, the paper is not considered to have been filed until payment of the fee has been tendered (see CPLR 304). Payment of fees on-line can save an attorney from having to make a trip to the courthouse in many situations.

2) **Papers to Be Filed to the System:** All papers to be filed with the court in a FBEM case shall be filed on-line with the FBEM system (except where a special exemption is granted (e.g., oversized maps) or as directed by the court). Papers that attorneys would not ordinarily file with the court in a hard-copy case need not be filed in a FBEM matter. In the event that any original papers happen to be submitted in hard-copy form to the court in a FBEM case, whether to Chambers, the Part, or a back office - - correspondence, substitutions of counsel, stipulations to adjourn conferences or motions, and so forth - - those papers shall also be filed with the FBEM system by the filing party.

3) **Courtesy Hard Copies of Papers for Judicial Review:** Unless otherwise directed by the court or as described below, in all cases in the court's FBEM system in which an RJI has been filed, **the court requires that courtesy hard copies of motion papers and other papers intended for review by a Justice be submitted.** These papers shall also bear the following marking conspicuously placed on the front page: "**Courtesy Copy. Original Papers Filed with FBEM System.**" Again, filings in FBEM cases should bear the index number with the "E" suffix.

4) **Filing With the System First; Deliver Courtesy Hard Copies Thereafter:** Generally speaking, unless otherwise directed or authorized by the court, counsel should file papers with the FBEM system first and thereafter deliver any required courtesy copy to the Chambers or the Part, or, if required, an appropriate back office. Filing with the system permits counsel to serve the papers electronically pursuant to Section 202.5-b (g) of the Uniform Rules for the Trial Courts once consent to FBEM has been filed on-line. Proof of service should be filed on-line in the manner indicated in Par. I below. Thereafter, the courtesy copy of the paper can be delivered to the court with appropriate proof of service attached. As to proposed orders to show cause, see Par. H.

5) **Court Will Print Out and Deliver Certain Non-Voluminous Papers for Judicial Review:** To assist counsel, the court's E Filing Office (Room 119) will (after payment on-line of any related filing fee) print out from the FBEM system hard copies of certain non-voluminous documents (i.e., those up to 25 pages long) that are intended for review by a Justice and will deliver them to the relevant back office for processing and transmission to the Justice. No courtesy copy need be delivered by counsel. Documents in this category include proposed long form orders or counter-orders. See also Par. D.

6) **Courtesy Copies Not Required of E-Filed Documents That Are Not Intended for Judicial Review:** E-filed documents **intended for processing by a back office but not for review by a Justice** (e.g., preliminary conference requests, consents to change counsel, notes of issue, and stipulations of settlement or discontinuance) will, after payment of any fee on-line, be processed by

the E-Filing Office. Neither a courtesy copy nor an appearance by counsel is required. Counsel should, however, contact the E-Filing Office in such instances by phone or e-mail to alert it to the submission to ensure prompt processing. As to motions and orders to show cause, see below. An accompanying chart lists all key documents and explains how they should be submitted so as to minimize work for counsel.

D. Requests for So-Ordered Stipulations

If an attorney wishes to submit a stipulation to be “so ordered,” he or she should file the document with FBEM and then contact the E-Filing Office. That Office will print out a hard copy and forward it to the Justice assigned for action. No appearance by counsel is needed.

E. Requests for Judicial Intervention

A Request for Judicial Intervention (“RJI”) in a FBEM case shall be submitted via FBEM. When the RJI is filed and paid for on-line, the E-Filing Office will forward the RJI and any accompanying document to the relevant back office for random assignment of the case and processing of the document. Counsel need not appear. In the case of RJIs seeking assignment to the Commercial Division, the filer must submit therewith, as required by the standards for assignment of cases to the Commercial Division (Uniform Rules 202.70 (d) (2)), a statement in support of the assignment and a copy of the pleadings, which will be forwarded to the assigned Justice for review. If the RJI seeks intervention with regard to a document that is intended for review by a Justice, such as a motion, a courtesy hard copy of the RJI should be submitted with the courtesy hard copy of the motion. Again, all filings in FBEM cases should bear the index number with the “E” suffix.

F. Motions on Notice

1) **Motions/Petitions Returnable in Room 130 to be Filed On-Line:** A motion on notice or a notice of petition in a FBEM case, as in others, shall be made returnable in the Motion Support Office Courtroom (Room 130). The motion shall be filed on-line and the motion fee paid for either on-line by credit card or by the “Pay at the County Clerk’s Office” option. The motion in a FBEM case should be filed on-line at least five days prior to the return date, as in non-FBEM cases, to allow time for processing and calendaring.

2) **Service:** With regard to service of motion papers, CPLR 2214 (b) applies. Proof of service shall be filed on-line. See Par. I.

3) **Exhibits:** It is recommended that, whenever possible, attorneys submitting exhibits to the court in FBEM cases make each exhibit a separate attachment to an affidavit/affirmation in the system.

4) **Calendaring of Motion/Petition and Notice by Court Staff:** After a motion/petition and notice are filed with the FBEM system and reviewed by court staff, the E Filing Office will automatically place the motion/proceeding on the calendar of the Motion Support Office Courtroom (Room 130) for the date fixed; no appearance or other action by the filing attorney is required in order for the motion to be calendared if the motion fee is paid for on-line. If the “Pay at the County Clerk’s Office” option is used, prompt payment shall be made. Motions in e-filed cases appear on a separate e-filed calendar in the Courtroom. As in paper cases, no appearance is required on the return date in Room 130.

5) **Sequence Number for FBEM Motions:** As in a regular case, each motion/proceeding filed on-line in an e-filed case is assigned an identifying motion number (a “Sequence Number,” e.g., Seq. No. 006)). The FBEM system will prompt the filer to “tag” each new motion with a sequence number, which, of course, should be the next number in chronological order (order of filing with the system) after that of the previous motion as shown on the FBEM case docket. In New York County, cross-motions are not separately numbered, but, like opposition and reply papers, are collected under the sequence number of the motion to which they are addressed, and should be tagged by the filer accordingly.

6) **Cross-Motions and Other Motion Papers to be Filed On-Line:** Cross-motions and opposition and reply papers must be submitted on-line. A fee must be paid on cross-motions and may be paid on-line.

7) **Adjournments on Motions/Petitions in Room 130; Appearance Can Be Avoided:** Motions that have been e-filed may be adjourned in Room 130 if they comply with any rules or directives of the assigned Justice, the Commercial Division or the procedures of the Motion Support Office Courtroom. With regard to the last, adjournments are allowed in response to written stipulations. No more than three adjournments for a total of no more than 60 days are allowed except with the permission of the assigned Justice, usually by means of a so-ordered stipulation. See the court’s website for these procedures (at www.nycourts.gov/supctmanh). An adjournment that complies with the rules may be obtained by submitting a stipulation of all parties on-line. The staff of the E-Filing Office will effectuate the adjournment in that situation without the need for an appearance or any other action by the parties to the case. Also, applications for and against an adjournment that are in compliance with other Room 130 procedures and which do not, in the parties’ view, require an appearance can be submitted on-line in FBEM cases. Counsel should contact the E-Filing Office after the filing of the stipulation or application on-line to alert the staff.

8) (a) **Courtesy Hard Copies - Delivery by Mail, etc.; Motions in Room 130:** Courtesy copies of all papers on FBEM motions must be submitted after filing on-line. To assist counsel, as to courtesy copies of moving papers on motions that are returnable in the Motion Support Office Courtroom (Room 130), the E-Filing Office will accept delivery by regular or express mail, private delivery service or messenger. Such papers should be placed in an envelope prominently marked with the words “**FBEM Motion Papers**” and must be received by the Office (Room 119) five days prior to the return date. Counsel should allow sufficient time for such delivery.

(b) **Courtesy Hard Copies of Responsive Papers - Delivery by Mail, etc.; Motions in Room 130:** To assist counsel, after filing on-line and payment of any required fees, courtesy copies of cross-motions and opposition and reply papers on motions returnable in the Courtroom (Room 130) may be transmitted to the E-Filing Office in a properly marked envelope (see Par. (8) (a)) by mail, delivery service or messenger; counsel must allow sufficient time to assure receipt of the papers by the Office prior to the return date. Or the submitting party may hand up the papers on the return date in the Motion Support Office Courtroom. Or courtesy copies of these papers may be delivered to that Courtroom on the final return date; parties are encouraged to agree that one party will submit the papers of all parties at that time.

(c) **Courtesy Hard Copies on Motions Returnable in the Part; Subsequent Papers Handed up in the Part:** On orders to show cause that are made returnable in the Part, courtesy hard copies of all papers must be delivered to the Part. On any motion, if the court permits any party to submit additional papers beyond those previously submitted in Room 130, the attorney must be sure to file those papers on-line with FBEM as well as submitting those courtesy copies in the Part.

9) **Results of Room 130 FBEM Calendar Posted Daily:** FBEM does not provide notice to counsel of all developments in all cases. Counsel must follow the normal procedures to determine, for instance, whether and when a motion was submitted. Results of the proceedings of the e-filed calendar in Room 130 will be published daily on the court's website (see "Motion Support Calendars" at the web address cited in Par. E (6)). Please note that, as papers may be filed after the close of business at the courthouse, the calendar of results in Room 130 for a given day will not be posted until the following day.

10) **Scanning and Transmission of Decisions:** After the court issues a decision on a motion in a FBEM case, it will forward the decision to the E-Filing Office, which will promptly scan it, with County Clerk entry stamp, into the FBEM system. The system will immediately transmit notice of this event via e-mail, including a link to the "entered" document, to all parties who have consented on-line in the particular case.

G. Long Form Orders on Motions

If the court directs that an order be settled on a motion in a FBEM case, the proposed order and any proposed counter-order shall be filed with the court on-line with proof of service. (If a decision refers to a proceeding on the record, a copy of the transcript must be submitted.) The E-Filing Office will then print out and/or transmit the proposed order and any proposed counter-order to the relevant back office (the Motion Support Office Order Section (Room 119) or the Commercial Division Support Office (Room 148)), which will process the papers in the customary manner. As appropriate, the Clerk may make changes on the proposed order/counter-order by hand. If the Clerk determines that corrections to the proposed order/counter-order are required that necessitate communication with counsel, he/she will contact the submitting attorney by e-mail or telephone. The

filing attorney may be asked to submit additional or corrected documents. Once a proposed order/counter-order in proper form has been submitted, the Clerk of the back office will forward a hard copy to the Justice. The FBEM Rules provide that any paper that requires a judicial signature must be submitted in hard-copy form; this requirement will be satisfied by the printing of hard copies by the back office. No appearance by counsel is required. After an order/counter-order has been signed, the Clerk will scan it, with County Clerk entry stamp, into the FBEM system, which will immediately transmit notice of this event via e-mail, including a link to the entered document, to all parties who have consented on-line in the case.

H. Orders to Show Cause

1) Proposed OSC's and Supporting Papers to be Filed On-Line; Alternative Submission by E-Mail: Proposed orders to show cause and supporting papers in a FBEM case must be filed with the system by the applicant. Generally, it is expected that the proposed order and supporting papers will be filed on-line prior to review by the Counsel of the Commercial Division Support Office or the Ex Parte Office in the case of non-Commercial cases. The staff of the E-Filing Office will promptly forward the submission to the Commercial Division Counsel or Ex Parte. There may, however, be instances in which a party, because of exigent or other circumstances, does not wish to provide advance notice to the adversary of a proposed order by filing it and supporting papers with FBEM (which will generate an e-mail message to all parties). In those cases, the proposed order to show cause and supporting papers may be submitted to the Counsel of the Commercial Division Support Office or the Ex Parte Office by regular e-mail (i.e., outside the FBEM system). E-mail boxes for these two offices have been established at the following addresses, respectively: NYCOMMDIVFBEM@courts.state.ny.us and NYEXPARTEFBEM@courts.state.ny.us. In such instances, the applicant shall be sure to file the proposed order and supporting papers with the FBEM system after signature.

2) Review of Proposed OSC's Will be Done On-Line: Absent unusual practical difficulties, a proposed order to show cause and supporting papers will be reviewed for form on-line in FBEM or as an e-mail attachment outside FBEM by the Commercial Division Counsel or by the Ex Parte Office in non-Commercial cases. If there are difficulties with the form of the papers, the submitting attorney will be promptly contacted by the back office by e-mail or telephone.

3) Courtesy Hard Copies; Delivery by Counsel; Printing by Back Office; Receipt and Review of Papers On-Line by Some Justices: Since a proposed order to show cause requires a judicial signature and a courtesy hard copy is required of all papers intended for judicial review, a proposed order to show cause and, unless otherwise directed, the supporting papers must also be submitted to the Justice in hard copy. Thus, after the proposed order to show cause has been transmitted to court and approved for form by the back office and the motion fee has been paid, the reviewing office will print out a hard copy of the proposed order to show cause, but, in addition, courtesy hard copies of the supporting papers must be delivered by the applicant to the Commercial Division Support Office or the Ex Parte Office for transmittal to the Justice for consideration. However, in instances in which the proposed order to show cause and supporting papers have been filed on-line

with FBEM, if the papers are brief (i.e., no more than 25 pages), the filing attorney may contact the Commercial Division Support Office or the Ex Parte Office, which, circumstances permitting, will print out a hard copy of the papers in approved form and deliver them to the Justice, thereby avoiding a trip to the courthouse for counsel. Since some Justices are located some distance from the back offices, including in other buildings, this option may not always be available. There may also be instances in which a Justice may consent to receiving proposed orders to show cause and supporting papers from a back office on-line; in any such instances, the back office will inform counsel so that no trip to the courthouse at all will be required. The last two options will not be available if the papers are submitted for review by e-mail outside FBEM since in that situation payment of the court motion fee cannot be made on-line and a trip to the courthouse for counsel will therefore be necessary in any event.

4) **Posting the Signed Order to Show Cause to the FBEM Site:** In all instances, the Part Clerk will promptly forward to the E-Filing Office the order to show cause as marked up and signed by the Justice. The Office will post the order to the site. In the event that any supporting papers were not previously posted, counsel will be directed to make such posting.

I. Procedures Regarding Service On-Line

1) **Service; Notice of Filing; Procedure:** An interlocutory paper is served as follows. The party files it with the FBEM site. Then, on the same day, the filer must, according to the FBEM Rules (Section 202.5-b (g) (2)), send to all e-mail addresses of record a Notice of Filing, which shall set forth the title of the paper filed, the number of the paper as shown on the FBEM docket (List of Papers Filed), and the date and time filed. The Rules provide (id.) that the electronic transmission of the Notice of Filing shall constitute service on the addressee(s). A sample form of Notice of Filing for the FBEM system is attached for the convenience of filing users.

2) **Proof of Service to be Posted On-Line:** In contrast with the Federal system, the FBEM Rules (id.) require that, in addition to making the electronic transmission of the Notice of Filing, the filing attorney file proof of service on-line. That is, the fact that the filing attorney served the Notice of Filing by means of the FBEM system does not suffice. Thus, the serving party must file with the FBEM system an Affidavit or Affirmation of Service which recites the electronic transmission of the Notice of Filing and to which is appended a copy of the Notice of Filing. This proof of service need not itself be served on the parties. A sample form of Affidavit of Service for the FBEM system is attached for the convenience of filing users.

3) **Other Methods of Service:** The Rules authorize service by other methods permitted by the CPLR. If an attorney serves another party or parties with a paper filed with the FBEM system by mail or in person, the attorney may file an affidavit/affirmation of service on-line.

J. Sealing of Documents

1) **Sealing - Compliance with Part 216:** In order to seal a paper in a FBEM case, a party must

proceed in accordance with Part 216 of the Uniform Rules for the Trial Courts.

2) **Secure Documents:** Documents may, however, be designated “secure” by the filing user without an order of the court. The effect of such designation is that the document may be viewed in the FBEM system only by the parties to the case who have consented to FBEM and by the court. The electronic file, however, remains open for public inspection via computer at the courthouse (unless sealed in accordance with Part 216).

3) **Sealing; Procedures:** If a party wishes to file and maintain papers under seal and no sealing order has been issued in the case, the party must, either by motion or on submission to the court of a stipulation, obtain a court order directing the Clerk to seal the file. The court will conduct a Part 216 analysis in deciding whether to issue such an order. If the motion/stipulation is filed with the FBEM system, it will be open to the public until a sealing order is issued. If this creates concern for the parties about the release of confidential information in the meantime, they may wish to consider filing the motion/stipulation as a “secure” document if that is appropriate. Or, the motion/stipulation may be filed with the system but without the attachment of any exhibits that would disclose confidential information. If the file is sealed in whole or in part, the exhibits can be filed with FBEM after the fact. Or the parties may make a motion or submit a stipulation without filing it to the system until after the court rules on the sealing issue if such filing would disclose confidential information.

4) **Execution of Sealing Order:** The E-Filing Office will cause a FBEM file to be sealed in whole or in part in accordance with the order of the court. The Office will also inform the County Clerk of the court’s order so that, should that be necessary and to the extent ordered, any hard copies on file with the County Clerk are sealed as well.

5) **Previously Sealed File:** If a case that was previously sealed pursuant to court order is converted to FBEM status, counsel for the parties should promptly alert the E-Filing Office that an order sealing the file was issued. Counsel are advised to contact the Office by e-mail or phone and must submit a copy of the sealing order by posting it to the FBEM file. Upon such submission, the Office will contact the County Clerk and the e-file will be sealed.

K. Preliminary Conferences in FBEM Cases

In lieu of making an appearance at a scheduled preliminary conference, all parties in a FBEM case may agree upon a discovery schedule and submit an appropriate preliminary conference form (forms are posted on the court’s general and Commercial Division websites) stipulated to by all parties, including in a medical malpractice case. The discovery schedule therein set forth must be in compliance with the disclosure guidelines for a case of the type in question as set forth in Uniform Rule 202.19. The stipulated form must be filed on-line with the FBEM system at least two days prior to the conference date. Counsel should contact the E-Filing Office by phone (at the number listed below) to inform it of the filing so that the Office can take expeditious action. The E-Filing Office will promptly forward the form to the Part in question. No further action by counsel is

required. The signed form will be posted on the FBEM site and counsel will be notified by e-mail. If the court perceives a problem with the contents of the form submitted, counsel will be contacted. See Uniform Rule 202.12 (b).

L. Entry and Notice of Entry

1) **Entry**: Pursuant to the FBEM Rules (Section 202.5-b (j)), the Clerk shall file orders electronically and such filing shall constitute entry of the order. The Clerk is required to and will transmit an e-mail message to all filing users on the case notifying that the order has been entered. Such notice does not constitute service of notice of entry by any party.

2) **Notice of Entry**: Notice of entry is served by a party as follows: the party simply transmits electronically to the parties to be served the notification received from the court, along with an express statement that the transmittal constitutes notice of entry.

M. Judgments and the Judgment Roll

1) **Entry of Judgment; Procedures**: If the court in an order directs entry of judgment by the County Clerk, the party seeking entry shall submit a proposed judgment with bill of costs, interest calculations and supporting information to the County Clerk, together with a Certificate Requesting Entry of Judgment (copy attached). These papers should be sent by e-mail outside the FBEM system to the following e-mail box: NYJDMTFBEM@courts.state.ny.us. The Judgment Clerk will promptly communicate with counsel by e-mail or phone in the event of any difficulties with the submission. Once the judgment is in proper form, it will be printed out by the Judgment Clerk and submitted to the County Clerk for signature. The Judgment Clerk will scan the judgment once signed and post it to the system, along with the supporting information, at which time notification will be sent via e-mail to all consenting users.

2) **Default Judgment; Entry by Clerk**: If the plaintiff in a FBEM cases seeks entry of a default judgment by the Clerk pursuant to CPLR 3215, the attorney should either transmit to the FBEM system a proposed Clerk's default judgment with bill of costs, etc. and the Certificate Requesting Entry of Judgment, or forward these documents to the Clerk outside the FBEM system to the cited e-mail box. Where the submissions are made to FBEM, the Judgment Clerk will promptly enter the judgment or will communicate with the filer by phone or e-mail if a problem is detected. If the submission is made to the e-mail box outside FBEM, the Judgment Clerk will promptly communicate with counsel by e-mail or phone advising that the submission is in proper form or pointing out any defects. Once the submission has been approved, the attorney should file on the FBEM system the proposed Clerk's default judgment with bill of costs, etc. and Certificate. To enter the judgment the Clerk will print out the judgment from FBEM, have it signed, and scan it to the system.

3) **Judgments Signed by Court**: In some instances, the court itself may sign the judgment.

Calculation of disbursements, costs and interest will generally be left to the County Clerk by the court. Papers supporting such calculation may be submitted to the County Clerk in the same manner as described above.

4) **Judgment Roll:** Whenever a judgment is to be entered, a judgment roll must be created by counsel or the clerk (CPLR 5017 (a)). Counsel shall submit the Certificate Requesting Entry of Judgment and shall identify therein, by title of the paper, number of the paper on the FBEM List of Papers Filed, and date filed, all e-filed documents that should form part of the judgment roll. Any documents that were filed in hard-copy form only that are to be included in the judgment roll should be scanned into the system by counsel and included in the Certificate. The County Clerk will post the Certificate on-line once approved and this will constitute the judgment roll.

5) **Entry of Judgment:** Once the County Clerk has taxed costs and disbursements and calculated interest and has in hand a signed judgment, the Clerk will stamp the judgment with the County Clerk file stamp and scan the judgment to the system. This constitutes entry. The Clerk is required to and will transmit an e-mail message to all filing users on the case notifying that the judgment has been entered. This notice does not constitute service of notice of entry by any party. As to notice of entry, see Par. C (2) above.

N. Notices of Appeal and Appeal Papers

1) **Notice of Appeal; Payment of Fee:** A notice of appeal shall be filed on-line in a FBEM case. The fee therefor must be paid by credit card on-line or by means of the "Pay at the County Clerk's Office" option. In the latter situation, the notice will not be considered "filed" until payment of the fee is tendered to the County Clerk at the office.

2) **Notice of Appeal; Procedures:** The notice shall be filed together with a pre-argument statement and a copy of the judgment or order appealed from. The other parties to the case may be served on-line in the manner described above. Proof of service must also be filed on-line (see Par. I). The County Clerk will print a hard copy of any e-filed notice of appeal and include it in the County Clerk file.

3) **FBEM; Appellate Division:** At present, the Appellate Division, First Department does not handle appeals in FBEM cases by electronic means. Counsel are advised to consult the rules of that court and to confer with the County Clerk.

ANY ATTORNEY WHO REQUIRES ASSISTANCE IN A FBEM CASE IS ENCOURAGED TO CONTACT THE E-FILING OFFICE. COMPUTER EQUIPMENT IS AVAILABLE IN THAT OFFICE FOR THE USE OF ATTORNEYS WHO MAY NEED TO MAKE FILINGS IN FBEM CASES AND WHO FROM TIME TO TIME ARE UNABLE TO MAKE THE FILINGS FROM THEIR OWN OFFICES.

Dated: January 20, 2006

**HON. JACQUELINE W. SILBERMANN
ADMINISTRATIVE JUDGE**

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