

## What is E-Filing?

E-filing is a way to file and serve court papers through the Internet. Unrepresented litigants may choose to e-file court papers online using the statewide New York State Electronic Filing (NYSCEF) system:

[www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented)

If you and the other side both e-file, all future papers in the case are delivered (served and filed) through NYSCEF.

### Which Family Court can I e-file my papers to?

New courts are continually joining the list of courts e-filing. To see which courts accept e-filing, click on the Authorized Courts and Case Types link on the [www.nycourts.gov/efile](http://www.nycourts.gov/efile) homepage.

E-filing can only be done in some Family Courts.

### What are the case Types of cases available for E-filing in the Family Court?

The case types currently available for E-filing are custody/visitation, guardianship, parentage (assisted reproduction), parentage (surrogacy), paternity and support.

### Is using E-Filing mandatory?

No. Electronic filing (e-filing) is not required for people who do not have an attorney. If you choose not to e-file, you will file and serve all court papers in paper form and the other side must serve its court papers on you in paper form. However, you may choose to e-file.



## Resources & Contact Information

NYSCEF

[www.nycourts.gov/efile](http://www.nycourts.gov/efile)

### Training Resources and Registration

Go to [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and select "Training Resources" or "Register for Training"

### Unrepresented Litigant Homepage

[www.nycourts.gov/efile-unrepresented](http://www.nycourts.gov/efile-unrepresented)

### CourtHelp Website

[www.nycourts.gov/courthelp](http://www.nycourts.gov/courthelp)

### Find Courthouse Locations & Contact Info

[ww2.nycourts.gov/courtlocator](http://ww2.nycourts.gov/courtlocator)

### NYSCEF Unrepresented Litigants



*E-Filing is here to make your Family Court experience more efficient and accessible.*



## ELECTRONIC FILING

for Unrepresented Litigants in  
New York State Family Court

*Simplifying the Process.  
File to your case anytime,  
anywhere.*



NYSCEF Resource Center

[nyscef@nycourts.gov](mailto:nyscef@nycourts.gov)

646-386-3033

## There are Many Benefits to E-Filing



**E-Filing is fast**



**E-Filing saves you time**



**E-Filing is available day and night, 24/7**



**E-Filing has a Resource Center to assist**



**Free access to view and print your e-filed record**

## What You Will Need to E-File

To e-file, the answer must be **YES** to the following questions:

### **Is e-filing available in your county, court and case type?**

If you got a notice about e-filing when you were served with the court papers, e-filing is available in your case. If you are starting a new case, e-filing is only available in some Family Courts and cases. Check the Authorized Courts and Case Types link on the [www.nycourts.gov/efile](http://www.nycourts.gov/efile) homepage.

### **Have you already prepared your court papers?**

The e-filing website does not create court papers, like a Petition or a Motion. Make up your papers first, then come back to upload and e-file them. Need information? Visit a Court Help Center or the CourtHelp website.

### **Do you have access to a computer with internet access?**

### **Do you have an email address that you regularly check?**

**Do you have PDF/A viewing software?** If not, you can download Adobe Acrobat Reader for free.

### **Do you have access to a scanner or software to turn your court papers into PDF/As?**

## How to Get Started with E-Filing

Go to [www.nycourts.gov/efile](http://www.nycourts.gov/efile) and select "Home Unrepresented Litigants" on left side of the screen.

### **Starting a New Case**

Select "Create an Account *Start a New Case*" on the left side of screen:

1. If you are requesting an ID to start a case against another, select "Create an Account to Start a New Case" located in the middle of the screen.
2. Review the Website Terms of Use page and click "Continue." Fill out the electronic registration form. You will receive a username and password immediately.

### **Existing Case**

Select "Create an Account *Existing Case*" on the left side of screen:

1. If you are requesting an ID for a case that has been started against you, select "Create an Account in an Existing Case" located in the middle of the screen.
2. Review the Website Terms of Use page and select continue in the Family Cases ONLY section.
3. Enter your contact information and the case you want to join, if known. You will be 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.
4. You will usually receive your username and password for an existing case in 1-2 days. However, if you need it faster, check the "Expedite my registration" on top of the E-Filing Account Registration page.