

NYS Unified Court System, Division of Technology

Electronic Document Delivery System

Family Court User Guide for Document Submitters

May 2020

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Introduction [\(back to top\)](#)

The Electronic Document Delivery System (EDDS) was developed to ensure access to New York’s courts for approved proceedings during the COVID-19 pandemic. EDDS provides secure and efficient electronic delivery of documents, eliminating the need for physical contact at the courthouse. EDDS serves as a “virtual post office” for attorneys, litigants, presentment agencies, probation departments, treatment service providers and other interested parties to submit documents to the court.

Benefits of Electronic Document Delivery System (EDDS) [\(back to top\)](#)

1. Provides a secure method to electronically transmit documents
2. Enforces strict controls over document visibility
3. Includes comprehensive built-in virus checking
4. Tracks the sending/receiving of documents for audit purposes
5. Retains all documents in statewide content management system

Family Courts will continue to use current secure applications that are in place for certain case types including the LUC data-share for NYC abuse and neglect petitions, the Family Offense Advocate Assisted Program, and E-Share for original child support cases. The Electronic Document Delivery System provides an optional additional tool for the Family Courts to receive essential documents.

Preparing Your Documents for Uploading to EDDS [\(back to top\)](#)

Your PDF document must comply with the following criteria:

- PDF/A
- Text Searchable (OCR)
- 1-inch margins
- Resolution of 200 dots per inch
- Flattened (if multi-layered)
- NOT password-protected or encrypted
- NOT contain any objects
- NOT have long file name

EDDS requires that all submitted documents conform to PDF/A specifications. EDDS will not accept documents that contain open action tags or JavaScript. Documents may not be accepted if the above specifications are not met.

Service [\(back to top\)](#)

Document submission via EDDS does not constitute service of the document upon any other party. If service is required, you must serve by some other electronic means, including email or facsimile, and upload a Proof of Service document (i.e., Affidavit, Affirmation or Acknowledgement) with your submission.

Filing [\(back to top\)](#)

Document submission via EDDS does not constitute filing, but you can request that your document is accepted for filing by checking the *Filing* box on the *Enter Your Information* screen [see How to Submit Documents via EDDS, [Step 3: Enter Your Information](#)]. After reviewing the document, the Court determines if the document meets established filing requirements and is suitable for filing, and you will get an email notifying you of whether your document is accepted for filing or not [see How to Submit Documents via EDDS, [Step 10-A: Email Confirming Acceptance and/or Filing of Documents](#) and [Step 10-B: Email Returning Documents for Correction](#)]].

Essential Proceedings Authorized for EDDS Submission [\(back to top\)](#)

Commencing a new case by electronically submitting documents via EDDS is restricted to the following essential proceeding types [see How to Submit Documents via EDDS, [Step 5: Select Case Type](#)]:

1. *Child Protective (NN, NA, AS, B, L, K) proceedings*

Presentment agencies, attorneys and pro-se litigants can submit documents for new petitions, pre-petitions, requests for extensions of supervision, placement modifications, orders to show cause, 1028 applications, and other emergency applications.

* In NYC, most original Abuse and Neglect petitions will continue to come through the LUC data-share.

2. *Juvenile Delinquency (D, E, S) proceedings*

Submitters may include presentment agencies such as Corporation Counsel or county attorneys, other agencies such as DSS or OCFS, and attorneys or self-represented litigants.

3. *Emergency Family Offense (O) proceedings*

The DIY Family Offense Advocate Assisted Petition Program will continue to be used for emergency proceedings when an advocate is working with the litigant. If there is no advocated involved, an attorney or self-represented litigant may use EDDS.

4. *Other Essential Matters*

Orders to Show Cause and stipulations may be submitted on various Family Court case types that are deemed to be of an essential and emergency nature.

Motions Authorized for EDDS Submission in Non-Essential Proceedings [\(back to top\)](#)

In certain jurisdictions, electronically submitting motion documents via EDDS is authorized in non-essential proceedings, but is restricted to existing cases only [see How to Submit Documents via EDDS, [Step 5: Select Case Type](#)].

Authorized Document Types for EDDS Submission [\(back to top\)](#)

1. Pre-petitions
2. Petitions
3. Motions
4. Orders to Show Cause (OTSC)
5. Stipulations
6. Notice of Entry
7. Notice of Appeal

If you are unsure whether your documents are authorized for submission via EDDS, contact the applicable Court or Judicial District Office to confirm before submitting. To find court contact information, use the Court Locator on the Unified Court System's public webpage at:

<http://www.nycourts.gov/courts/index.shtml>, choose the county and court type from the drop-down menus, and then click the *Find the Court* button.

The screenshot displays the 'THE COURTS' section of the NY Courts website. At the top, a navigation bar includes links for 'MAIN MENU >', 'HOME', 'THE COURTS', 'E-COURTS', 'REPRESENTING YOURSELF', 'THE LAW', 'JURORS', 'JUDGES', 'LEGAL PROFESSION', and 'TOPICS A to Z'. A search bar for 'SEARCH NYCourts.gov' is located in the top right corner. The main heading 'NYCOURTS.GOV NEW YORK STATE UNIFIED COURT SYSTEM' is prominently displayed. Below this, the 'THE COURTS' section is organized into four columns:

- COURT LOCATOR:** Features two dropdown menus labeled 'Choose County' and 'Choose Court Type', both circled in red. A green arrow points to a 'Find the Court' button below them. Below the button are 'Court Guides' and icons for accessibility (wheelchair, hearing aid, and person with cane).
- NEW YORK CITY COURTS:** Lists 'Supreme Civil & Criminal', 'Civil Court' (with sub-categories: Housing Court, Small Claims), 'Criminal Court', 'Family Court', and 'Surrogate's Court'. It also includes 'SPECIALIZED COURTS & PARTS' such as 'Court of Claims', 'Commercial Division', 'Litigation Coordinating Panel', and 'Problem-Solving Courts'.
- COURTS OUTSIDE NEW YORK CITY:** Lists 'Supreme Court', 'County Court', 'City Court', 'District Court', 'Family Court', 'Surrogate's Court', and 'Town & Village Courts'. It also includes 'APPELLATE COURTS' such as 'Lower Appellate Courts', 'Appellate Divisions', and 'Court of Appeals'.
- GENERAL INFORMATION:** Lists various resources including 'Overview of the Courts', 'Structure of the Courts', 'History of the Courts', 'Accessibility (ADA)', 'Children's Centers', 'Court Interpreting', 'Court Terms & Holidays', 'Freedom of Information Law', 'Forms & Fees', 'Law Libraries', 'Rules', and 'Transcripts'. It also includes 'PROGRAMS & SERVICES' and 'COURT ADMINISTRATION'.

At the bottom of the page, a footer contains the text: 'Web page updated: March 12, 2020 | Copyright | Privacy Policy | Accessibility | Contact Us'.

How to Submit Documents

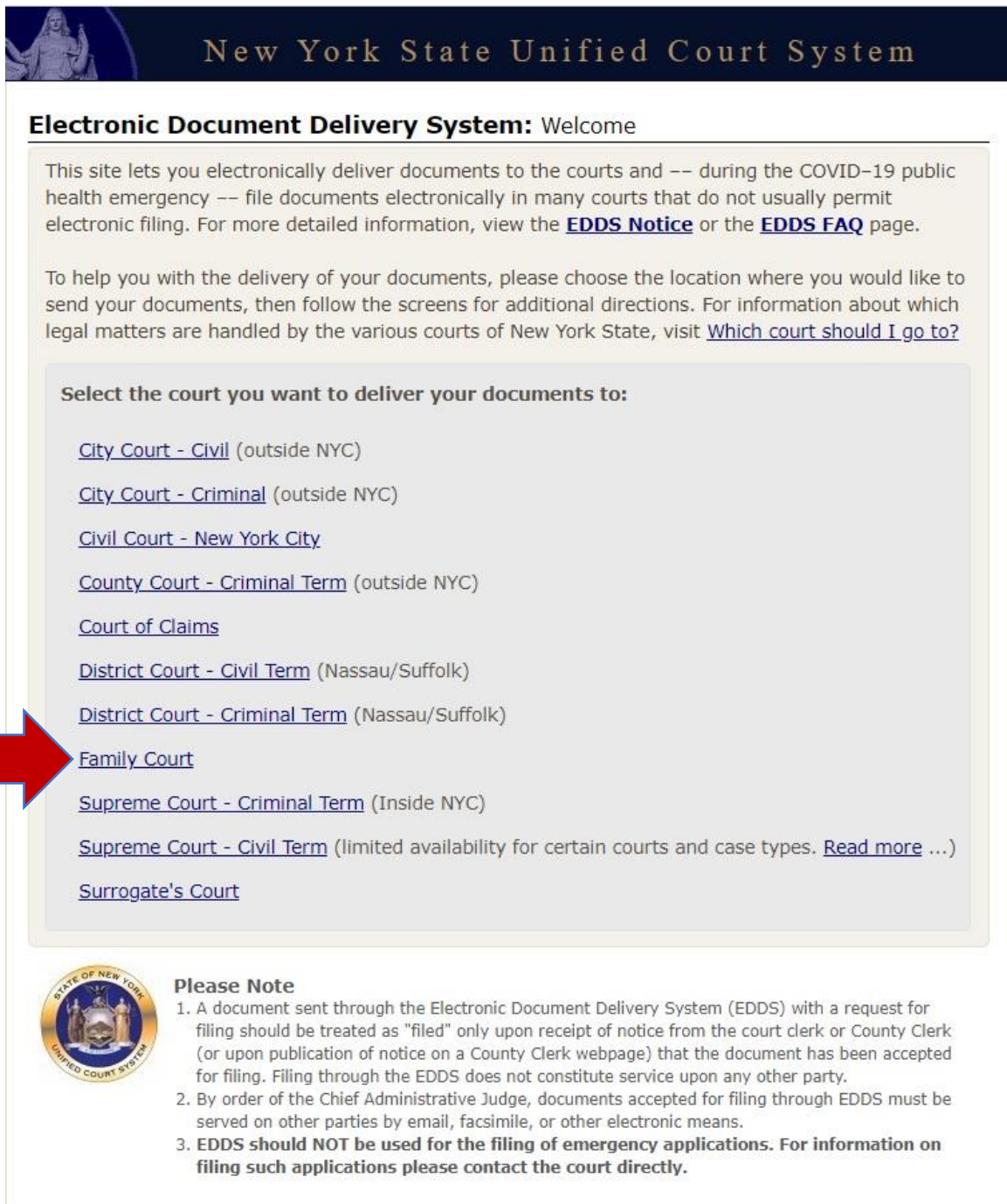
The following step-by-step instructions are to guide document submitters in Family Court cases (i.e., attorneys, litigants, presentment agencies, probation departments, treatment service providers, etc.) on how to electronically submit documents via EDDS.

Step 1: Welcome ([back to top](#))

Visit the Electronic Document Delivery System submission webpage at:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/eds.htm>

and click on the *Family Court* link to enter the site.



New York State Unified Court System


Electronic Document Delivery System: Welcome

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#) or the [EDDS FAQ](#) page.

To help you with the delivery of your documents, please choose the location where you would like to send your documents, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)

Select the court you want to deliver your documents to:

- [City Court - Civil](#) (outside NYC)
- [City Court - Criminal](#) (outside NYC)
- [Civil Court - New York City](#)
- [County Court - Criminal Term](#) (outside NYC)
- [Court of Claims](#)
- [District Court - Civil Term](#) (Nassau/Suffolk)
- [District Court - Criminal Term](#) (Nassau/Suffolk)
- [Family Court](#)
- [Supreme Court - Criminal Term](#) (Inside NYC)
- [Supreme Court - Civil Term](#) (limited availability for certain courts and case types. [Read more ...](#))
- [Surrogate's Court](#)




Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

Step 2: Getting Started ([back to top](#))

After reading the instructions, click the *Next* button to begin your submission.



New York State Unified Court System

Electronic Document Delivery System: Getting Started

This site lets you electronically deliver documents to the courts and -- during the COVID-19 public health emergency -- to file documents electronically in many courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Notice](#), the [EDDS FAQ](#) page or the [EDDS User Manual](#). Otherwise, follow the instructions below and click Next to continue.

Step 1: Getting the Documents Ready

EDDS does not create or fill out court papers, like a Petition or Motion. If you have not created or filled out your court papers and need information or forms:


- Visit the [CourtHelp](#) website to see if there is a [DIY \(Do-It-Yourself\) Form](#) available for your case
- Find a court form from the [Forms](#) website
- [Find a lawyer](#) for help

IMPORTANT: The documents must be saved as a PDF file to use this system.

Step 2: Delivering the Document

In the screens that follow, you will be asked to:

1. Enter your contact information. The court will use this to contact you and is not shared with anyone else.
2. Check the box if you are requesting that the documents be filed by the court clerk.
3. Select the court you want to deliver your documents to.
4. Pick the kind of case your documents are for.
5. Upload the document you are sending. You can upload more than one PDF document.
6. Electronically deliver the documents to court.

Next 

Step 3: Enter Your Information [\(back to top\)](#)

Enter your name and contact information, case information, and briefly explain why you are submitting the document(s). You must complete all fields marked with an asterisk (*). You can enter "Unknown" or "Not Applicable" in the *Case Number* and *Case Title* fields if this is a new proceeding. Check the *Filing* box if you want the document(s) filed by the court. Then, click the *Next* button to continue.



Electronic Document Delivery System: Enter Your Information

Court Type: **Family Court**

Please enter your contact information below. This information will not be shared with the general public. A confirmation email will be sent to the email address you enter. * Required fields

First Name *	Middle Name	Last Name *
<input type="text" value="William"/>	<input type="text"/>	<input type="text" value="Test"/>

Organization/Agency/Firm Name * - OR - I do not have a lawyer

Phone Number (enter as 123-456-7890) *

Email Address *

Party You Are Representing (enter your name if you don't have a lawyer) *

Party Role (e.g., petitioner, plaintiff, respondent, etc.) *

Case Number *

Case Title *

Motion Number (if applicable)

Reason for sending documents *
(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")

FILING: I request that the document(s) I am sending be filed by the court or County Clerk

Step 4: Select a Court [\(back to top\)](#)

Scroll through the list to select the county where you want to submit your document(s). Click the *Next* button to continue.

New York State Unified Court System

Electronic Document Delivery System: Select a Court

Select the court from the list below, then click Next.

Court (scroll if you don't see your court)

- Monroe County Family Court (EDDS)
- Montgomery County Family Court (EDDS)
- Nassau County Family Court (EDDS)
- Niagara County Family Court (EDDS)
- Oneida County Family Court (EDDS)
- Onondaga County Family Court (EDDS)

Cancel **Next**

Step 5: Select Case Type [\(back to top\)](#)

Select the case type from the drop-down list. Click the *Next* button to continue.

- If submitting documents to commence an approved essential proceeding, select the applicable case type [see [Essential Proceedings Authorized for EDDS Submission](#)].

New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Monroe County Family Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

Case Type

- Child Protective Proceeding
- Child Protective Proceeding
- Family Offense Proceeding / Temporary Order of Protection
- Juvenile Delinquency Proceeding
- Non-Essential Case - Motions
- Other Essential Matter

- If submitting motion documents in an existing case that is not an approved essential proceeding, select “Non-Essential Case – Motions” as the case type [see [Motions Authorized for EDDS Submission in Non-Essential Proceedings](#)].

New York State Unified Court System

Electronic Document Delivery System: Select Case Type

Court: **Albany County Family Court (EDDS)**

Select the case type from the drop-down menu, then click Next.

Case Type

Non-Essential Case - Motions

Cancel Next

Step 6: Attach PDF Documents for Uploading [\(back to top\)](#)

Select the *Document Type* you are submitting from the drop-down list and click the *Browse...* button to upload your PDF file. You may also enter a *Document Description*. If you have more than five documents to submit, click the *Add More Documents* button. Click the *Next* button to continue.

New York State Unified Court System

Electronic Document Delivery System: Attach PDF Documents for Uploading

Court: Monroe County Family Court (EDDS)
Case Type: Child Protective Proceeding

Select a document type from the drop-down menu and attach your PDFs. * Required fields

Main Document

Document Type *
PETITION-

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Peti Browse...

Document Description

Document 2

Document Type
ORDER TO SHOW CAUSE-

Attach your PDF (Max size 100 MB)
C:\Users\wperritt\Documents\Ord Browse...

Document Description

Document 3

Document Type

Attach your PDF (Max size 100 MB)
Browse...

Document Description

Document 4

Document Type

Attach your PDF (Max size 100 MB)
Browse...

Document Description

Document 5

Document Type

Attach your PDF (Max size 100 MB)
Browse...

Document Description

Add More Documents

Cancel Next

Step 7: Review Your Information ([back to top](#))

Review the information you entered. Click the *Change My Information* link to correct your contact information. Click the *Cancel* button and start over to change any other information. Click the *Send Documents* button to finish the submission.



Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

1. To change your contact information, click the "Change My Information" link below
2. To change the court, case type, or documents, you MUST click cancel and start over

Court: **Monroe County Family Court (EDDS)**
Case Type: **Child Protective Proceeding**
Document(s) ID: NLTF01



Your Information

Name: **William Test**
Organization/Agency/Firm Name: **County Attorney's Office**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Represented Party: **Jane Doe**
Party Role: **Petitioner**
Case Number: **1234/2020**
Case Title: **Jane Doe -against- John Doe**
Motion Number: **1**
Reason for sending documents: **This is a test.**
Filing: **I would like my document(s) to be filed**

[Change My Information](#)

Documents Ready to be Sent

To view a document, click the **Document Type** link

Document	Fee
PETITION-	\$0.00
ORDER TO SHOW CAUSE-	+ \$0.00
Total Fees	\$0.00

If all your information is correct, click the button below to send the documents listed above.

Cancel

Send Documents



Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as filed only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk webpage) that the document has been accepted for filing. Filing through the EDDS does not constitute service upon any other party.
2. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by email, facsimile, or other electronic means.
3. **EDDS should NOT be used for the filing of emergency applications. For information on filing such applications please contact the court directly.**

Step 8: Thank You [\(back to top\)](#)

Click the *Print* button to print this screen. You can also click the *Send Another Document* button to begin a new submission.

NOTE: You may need to reference your *Document ID* in future communications with the court. It is strongly recommended that you print this screen by clicking the *Print* button and/or make a note of your *Document ID* before exiting the screen.

New York State Unified Court System

Thank You

Your documents have been sent to the court you selected. You will receive an e-mail notification when your documents have been received. Please use the document(s) id below when referencing this submission.

Court: **Monroe County Family Court (EDDS)**
Case Type: **Child Protective Proceeding**
Document(s) ID: RB35YQ

Information Received
Name: **William Test**
Organization/Agency/Firm Name: **County Attorney's Office**
Email Address: **wtest@mail.com**
Phone: **123-456-7890**
Represented Party: **Jane Doe**
Party Role: **Petitioner**
Case Number: **1234/2020**
Case Title: **Jane Doe -against- John Doe**
Motion Number: **1**
Reason for sending documents: **This is a test.**
Filing: **I would like my document(s) to be filed**

Documents Sent

Document
PETITION-
ORDER TO SHOW CAUSE-

[Print](#) [Send Another Document](#)

Step 9: Automated Receipt Confirmation Email ([back to top](#))

Once you have successfully submitted your documents, you will get an automated email confirming receipt by the court [see example below].

After reviewing your submission, the court may either accept your documents [see [Step 10-A: Email Confirming Acceptance and/or Filing of Documents](#)] or return them for correction if a problem is identified [see [Step 10-B: Email Returning Documents for Correction](#)]. If you checked the *Filing* box on the *Enter Your Information* screen [see [Step 3: Enter Your Information](#)], the court will also determine if your submission meets established filing requirements and will process your documents for filing if appropriate.

Monroe County Family Court (EDDS) Notification of Receipt 05/15/2020							
On 05/15/2020, the EDDS System received the documents listed below from submitter William Test, wtest@mail.com . Please keep this notice for your records.							
Sender Information							
Document(s) ID: RB35YQ Case Number: 1234/2020 Case Title: Jane Doe -against- John Doe Motion Number: 1 Name: William Test Organization/Agency/Firm Name: County Attorney's Office Represented Party: Jane Doe Party Role: Petitioner Phone Number: 123-456-7890 Email Address: wtest@mail.com Note: This is a test.							
Documents Received							
<table border="1"><thead><tr><th>Document</th><th>Received Date</th></tr></thead><tbody><tr><td>PETITION-</td><td>05/15/2020</td></tr><tr><td>ORDER TO SHOW CAUSE-</td><td>05/15/2020</td></tr></tbody></table>	Document	Received Date	PETITION-	05/15/2020	ORDER TO SHOW CAUSE-	05/15/2020	
Document	Received Date						
PETITION-	05/15/2020						
ORDER TO SHOW CAUSE-	05/15/2020						
Receiver Contact Information							
Receiver Name: Monroe County Family Court (EDDS) Receiver Address: Receiver Email Address: MonroeFamilyCourt@nycourts.gov Note - this email address is for correspondence only - No documents will be accepted through this email address.							

Step 10-A: Email Confirming Acceptance and/or Filing of Documents ([back to top](#))

If your documents are accepted by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 9: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.

Monroe County Family Court (EDDS)

Comment Added to Case

05/19/2020

Comment from Court User – John Q Clerk

Documents are accepted for filing. Hearing is scheduled on 5/15/2020 at 10:00AM via Skype for Business.

Login link: <https://meet.lync.com/nycourts/jqclerk/1abc2xyz>

Sender Information

Document(s) ID: RB35YQ

Case Number: 1234/2020

Case Title: Jane Doe -against- John Doe

Motion Number: 1

Name: William Test

Organization/Agency/Firm Name: County Attorney's Office

Represented Party: Jane Doe

Party Role: Petitioner

Phone Number: 123-456-7890

Email Address: wtest@nycourts.gov

Note: This is a test.

Document Information

Document Type: PETITION-

Filed Date: 05/19/2020

Receiver Contact Information

Receiver Name: Monroe County Family Court (EDDS)

Receiver Address:

Receiver Email Address: MonroeFamilyCourt@nycourts.gov

Note - this email address is for correspondence only - No documents will be accepted through this email address.

NOTE: The sending and/or receipt of any documents through the courts Electronic Document Delivery System (EDDS) does not constitute service upon any other party, nor does it constitute filing of those documents with the court or County Clerk.

Step 10-B: Email Returning Documents for Correction ([back to top](#))

If your documents are returned for correction by the court, you will receive a second email, which will include important information about your submission and directions regarding how to proceed with your case [see example below]. If you do not receive a second email from the court, you may contact the court using the email address found in the email confirming receipt of your submission [see [Step 9: Automated Receipt Confirmation Email](#)], but do not use this email address to send documents to the court. It is for correspondence purposes only.

Monroe County Family Court (EDDS)
DOCUMENT RETURNED FOR CORRECTION
05/19/2020

Regarding Document(s) ID RB35YQ, the court has **not accepted the document(s)** you sent for the following reason:
The Affirmation in Support of your Order to Show Cause is not signed by the affiant.
Resubmit your document after the affiant has signed it.

If instructed to resend a new document, you must start the process from the beginning.

IMPORTANT: If you are re-sending a document that you have already paid for, you must choose the "Fee Previously Paid" option and include the original Document(s) ID that was sent to you with the original submission or you may be charged again.

Sender Information

Document(s) ID: RB35YQ

Case Number: **1234/2020**
Case Title: **Jane Doe -against- John Doe**
Motion Number: **1**
Name: **William Test**
Organization/Agency/Firm Name: **County Attorney's Office**
Represented Party: **Jane Doe**
Party Role: **Petitioner**
Phone Number: **123-456-7890**
Email Address: wtest@nycourts.gov
Note: **This is a test.**

Documents Returned on 05/19/2020 09:33 AM

Document	Filed Date
ORDER TO SHOW CAUSE-	05/15/2020

Receiver Contact Information

Receiver Name: **Monroe County Family Court (EDDS)**
Receiver Address:
Receiver Email Address: MonroeFamilyCourt@nycourts.gov

Note - this email address is for correspondence only - No documents will be accepted through this email address.