U.S. District Court, Southern District of New York Special Instructions

Creating Documents

- Be sure to include the appropriate Electronic Signature in your pleadings.

- In the Southern District of New York, the appropriate Electronic Signature is '/s/ Adam Attorney'

Loading New Cases

- Contact our Customer Support team at 888-529-7587 if you are unable to locate your case or have a new case to load.

Submitting Documents

- Upload pleadings in an editable, word processing format (i.e. .rtf, .doc or .wpd). File & Serve system automatically converts them to PDF for you. If you are concerned about metadata, save the document as an .rtf instead of a .doc or .wpd.

- Attach only one main document and as many supporting documents as are applicable in the same transaction.

- Electronically 'staple' supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.

- Use the Linking feature in the Attached Documents list when submitting responses to previously submitted documents.

- If the previously submitted document is unavailable to 'link to', reference the previous documents transaction id in the "Document Title."

- If your party does not appear as a Sending Party, click the Add Party/Attorney button to add your party or parties to the case.

- By default, the Service/Notice tab will only list parties who can receive service electronically.

- Click the "All Active Participants" button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail (additional charges will apply for service to U.S. Mail parties).

- Use the Serve Only-Private service option only for documents which contain confidential information.

- Serve Only-Private documents can only be viewed by those parties served with the documents.

- All other documents should be submitted using the Serve Only- Public option.

- Your File & Serve receipt is your proof of service.

- Please print the receipt for your records.