

To: All Attorneys, Paralegals and Support Staff Filing Documents Electronically  
From: Tom Zdanowicz - Training Specialist - USBC NDNY at Albany

The following describes a few common mistakes and areas of confusion. The items listed here may not pertain to everyone (and some may have already been brought to your individual attention). If either is the case, please disregard these points. The intent of this message is simply to communicate multiple clarifications to the group at one time in the hope of avoiding numerous, individual e-mails in the future.

- 1) Remember that your login is your "signature". Therefore, you should only be electronically filing documents that contain your "/s/ name". If more than one attorney in your firm has a login and password, please make sure that the login used to electronically file the document matches the "signature" on the document itself. If there is only one attorney in your firm with a login and password and you find that an associate would like to file his or her documents electronically, please let them know that they'll first need to submit a registration application and obtain a login of their own.
- 2) We've been receiving numerous variations of the "electronic signature". According to the Administrative Procedure the correct way to electronically "sign" a document that has not been scanned is to type ***/s/*** followed by the **typed name** of the party signing ***on that signature line***. This applies to all signatures, including those of attorneys, creditors, paralegals and notaries. If you are using word processing software to create your pleadings, this should be an easy fix. If you're using petition preparation software, you may need to change the default setting or contact that company's tech support.
- 3) Exhibits and other supporting PDFs may be attached during the motion transaction using the "Attachment" feature. Certificate of Service PDFs may be attached during the Notice of Hearing on Default Motion transaction, also using the "Attachment" feature.
- 4) When filing a motion, it's very important that the motion document be filed first (attaching exhibits, if any) followed by the notice of hearing document. Since you're actually creating the Court's calendar, these need to be handled as 2 separate transactions, each with it's own PDF(s). (Always be conscious of the differences between the "Notice of Hearing" selection and the "Notice of Hearing on Default Motion" selection.)
- 5) If you find that you need to file an exhibit or a certificate of service as a separate transaction - meaning, not as an attachment, be careful to ensure that the document contains the appropriate case caption as prescribed by L.R. 9004-2. This also applies to documents filed in an adversary proceeding.
- 6) When amending portions of the petition that do not require a fee, it's fine to select each individual schedule, list, statement, etc. from the "Other" list (holding the 'ctrl' key). Simply type the word "amended" in the white box(es) before submitting.

If you've already adjusted your practices to conform to these guidelines, kindly disregard this message or retain it for future reference. Thank you in advance for your cooperation and for the efforts that you've made in this regard. The Court very much appreciates your participation in this project and your patience with us during this implementation. Please, feel free to contact me if you have any questions or if I can be of assistance.