

WHAT WE NEED FROM OUR CLIENTS IN ORDER TO FILE ELECTRONICALLY FOR THEM

Before E-filing anything, attorney must be registered with the New York State Courts Electronic Filing (NYSCEF). To register, visit www.nycourts.gov/efile and if there is a problem call NYSCEF customer service at 646-386-3033. Then, provide United with a *Statement of Authorization for electronic filing* (SOA). There are 2 statements to choose from, one for *single attorney for firm employee or independent filing agent* or *managing attorney/attorney in charge for multiple attorneys, in firm/agency* . All we need is one SOA from each attorney/law firm for United to electronically file for index numbers and affidavits of service in all of your cases.

For index number purchases we need:

1. *Notice of commencement of action subject to mandatory electronic filing* if e-filing is mandatory or *Notice regarding availability of electronic filing Supreme Court Cases* if it is not mandatory.

Either document must accompany each legal process. (example: Summons and Verified Complaint & Notice of commencement of action subject to mandatory electronic filing).

2. Appropriate fee for the index number, request for judicial intervention, etc. payable to United Process Service or we can advance for you and will charge a nominal fee for this service.