

**UNITED
→ PROCESS
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To all of my valued clients

THE LEGAL INDUSTRY IS STEADILY MOVING TOWARDS ELECTRONIC FILING

Currently, electronic filing is available for commercial tort and tax certiorari cases at the New York State Supreme Court in Albany, Bronx, Essex, Kings, Livingston, Monroe, Nassau, New York, Niagara, Onondaga, Queens, Richmond, Suffolk, Sullivan, and Tompkins Counties. Broome and Erie Counties accept all cases. Electronic filing is also offered at the Court of Claims for the Albany District, Surrogates Court for Chautauqua, Erie, Monroe and Queens Counties, and the New York City Civil Court for no-fault claims under Ins Law 5102 Section (1)(a).

Electronic filing is mandatory, however, for all actions originating in Westchester and Rockland Counties and for commercial matters over \$100,000 in New York County. *This program is expanding and progressing, and it is my belief that the filing of hard copies at all courthouses will eventually be eliminated.*

In response to this change in court procedure, I have registered as a third party with the New York State Courts Electronic Filing (NYSCEF) program to prepare my clients for the future, thereby relieving you of the burden of filing. That's one less task on your TO DO list. As the attorney of record, however, you still have to register with the program for me to act as your agent.

While I realize that some clients already use the NYSCEF program and for others it might not be beneficial, I want to give you the option. Please let me know if you are interested and I will provide you with the details to get started. *If you already file electronically, consider turning this task over to United Process to better streamline your operations.* The fee will remain the same as the current fee for hard-copy filing.

I am happy and grateful that you have chosen United Process Service to handle your legal services needs and I will continue to work as hard as ever to keep our relationship moving forward.

**Joel Graber
Pres.**