

NYS Unified Court System, Division of Technology

Electronic Document Delivery System

User Guide for Family Court Submitters

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Introduction

To ensure access to the justice system for emergency proceedings during times when litigants are prevented from physically entering the courthouse, the Electronic Document Delivery System (EDDS) has been created for use in approved essential proceedings in the Family Courts. This new system provides for the secure, centralized, and efficient delivery of essential documents while eliminating the need for physical contact at the courthouse.

The Electronic Document Delivery System will serve the Family Courts as a virtual “post office” for the one-way delivery of documents to the court by agencies and attorneys and self-represented litigants.

Benefits of Electronic Document Delivery System

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.

Approved Document Types for Submission

1. Pre-petitions
2. Petitions
3. Motions
4. Orders to show cause (OTSC)
5. Stipulations

Approved Case Types

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 advocate involved, an attorney or self-represented litigant may use the EDDS system.

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.

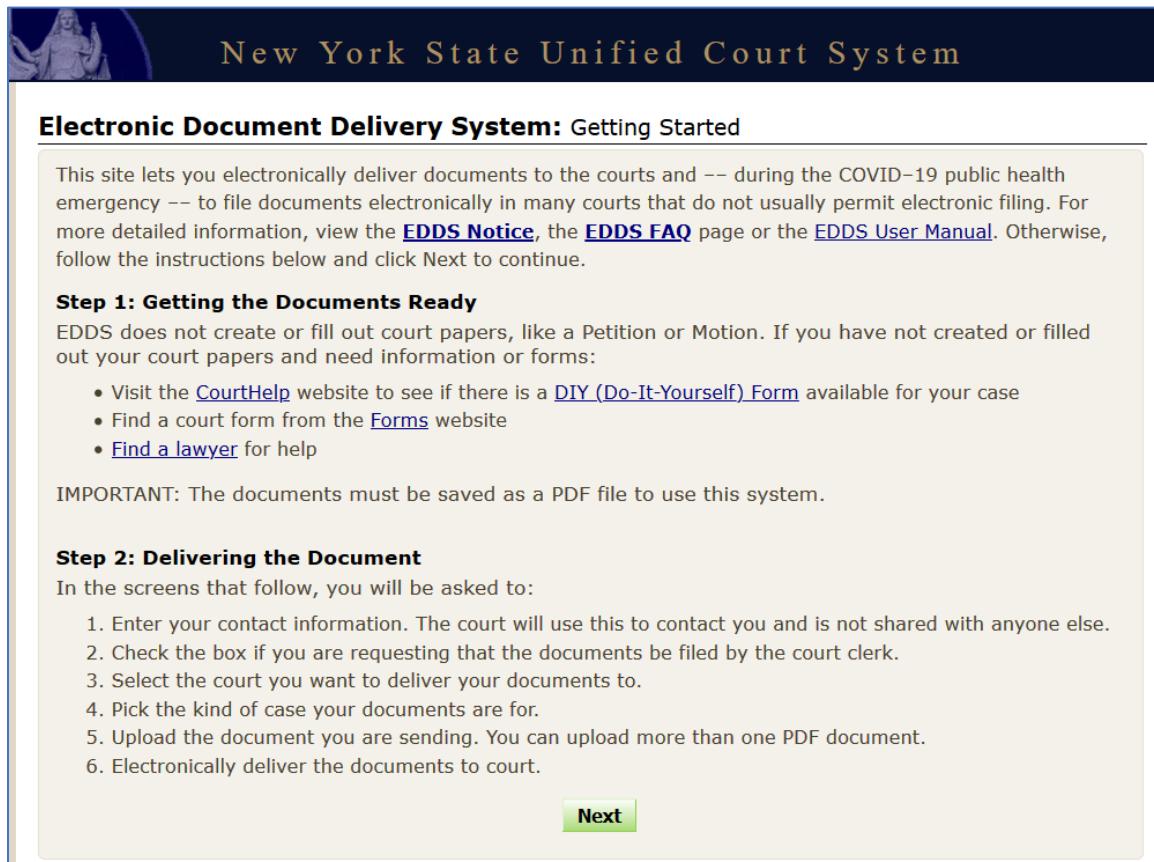
How to Submit Documents (Sender)

Each Family Court will identify their targeted submitters (for example, agencies, attorneys, and/or litigants) and provide them with the following instructions on how to submit documents.

Step 1:

The court should direct the submitter to the Electronic Document Delivery System submission webpage: <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

The submitter will click on *Family Court* to enter the site. Then the submitter will click on *Next* to begin their submission.



The screenshot shows the 'Getting Started' page of the EDDS. At the top, there is a decorative image of the Seal of the State of New York. Below it, the text 'New York State Unified Court System' is displayed. The main content area has a light gray background and a thin blue border. It features a section titled 'Electronic Document Delivery System: Getting Started' in bold. Below this, a paragraph of text explains the purpose of the site and provides links to 'EDDS Notice', 'EDDS FAQ', and 'EDDS User Manual'. The next section, 'Step 1: Getting the Documents Ready', is also in bold. It contains a list of three items: visiting the CourtHelp website, finding a court form on the Forms website, and finding a lawyer for help. An 'IMPORTANT' note at the bottom of this section states that documents must be saved as a PDF file. The final section, 'Step 2: Delivering the Document', is bolded and includes a list of six steps. A green 'Next' button is located at the bottom right of the page.

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 2:

The submitter will enter the following information about who they are and why they are submitting a document. Any field with an asterisk * is a required field.

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 *

Organization/Agency/Firm Name *

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

Cancel **Next**

“Unknown” or “Not Applicable” can be entered in the Case Number and Case Title fields if this is a new proceeding.

Step 3:

The submitter will indicate the county to which they are submitting their document.

 **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)

- Albany County Family Court (EDDS)
- Allegany County Family Court (EDDS)
- Bronx County Family Court (EDDS)
- Broome County Family Court (EDDS)
- Cattaraugus County Family Court (EDDS)
- Cayuga County Family Court (EDDS)

[Cancel](#) [Next](#)

Step 4:

The submitter will indicate the case type to which the document applies.

 **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

Step 5:

The submitter will indicate the type of document that is being submitted. More than one document may be submitted per case. The document must be in PDF format.



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 *

Attach your PDF (Max size 100 MB) *

Browse... No file selected.

Document Description

Step 6:

After the document(s) have been uploaded, the submitter will be taken to a review screen. The submitter will click on *Send Documents* to finish the submission.



New York State Unified Court System

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: 6YX4JP

Your Information

Name: Amelia Test
Organization/Agency/Firm Name: NYS Unified Court System
Email Address: test@nycourts.gov
Phone: 5189999999
Represented Party: test
Party Role: test
Case Number: test
Case Title: test
Reason for sending documents: test

[Change My Information](#)

Documents Ready to be Sent

To view a document, click the Document Type link

Document	Fee
PETITION-	\$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](#)

Step 7:

Once the document(s) are submitted, the submitter will receive a confirmation email that the documents have been successfully received. The submitter will proceed with the case as directed by the court.