

NYS Unified Court System, Division of Technology

Electronic Document Delivery System

User Guide for Family Court Submitters

May 2020

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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 advocated 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.

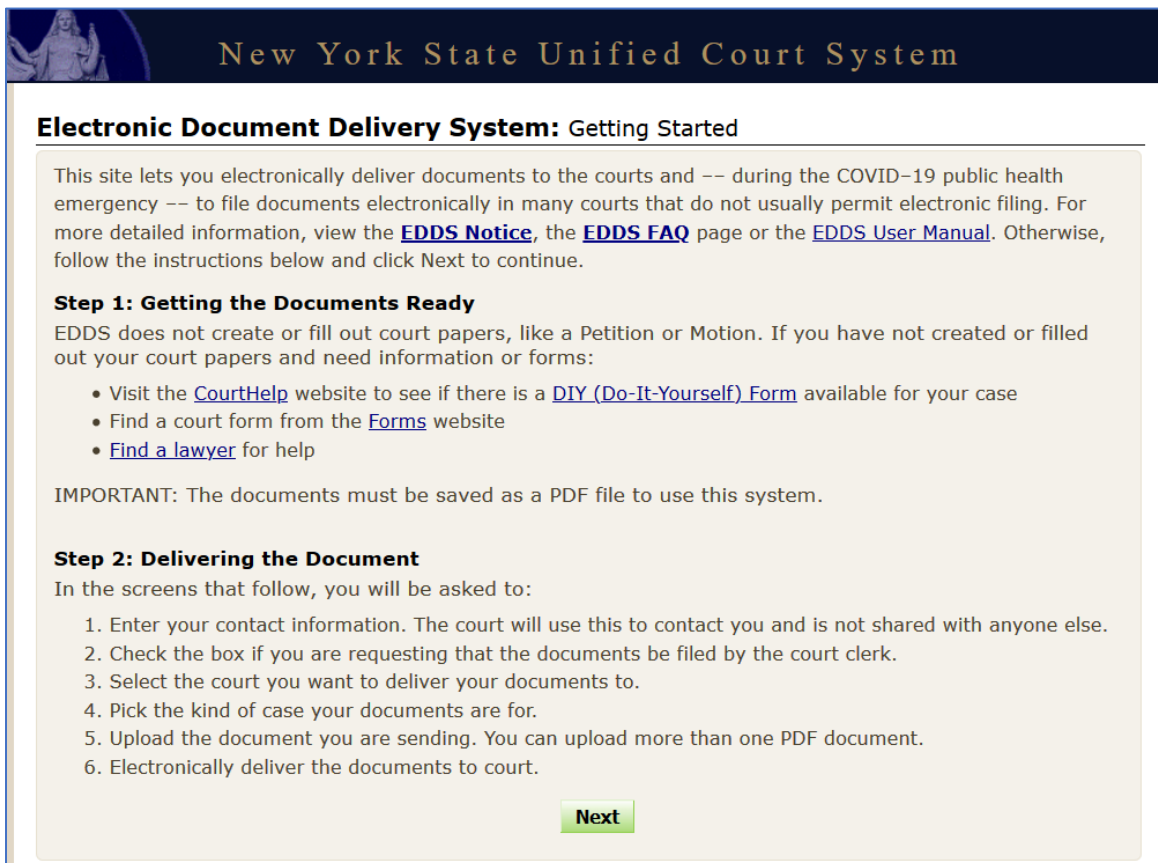
How to Submit Documents (Sender)

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 'New York State Unified Court System' header with a logo on the left. Below the header is the title 'Electronic Document Delivery System: Getting Started'. The main content area is light beige and contains the following text:

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.

At the bottom of the content area is a green button labeled '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 * - OR - ☐ I do not have a lawyer

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)

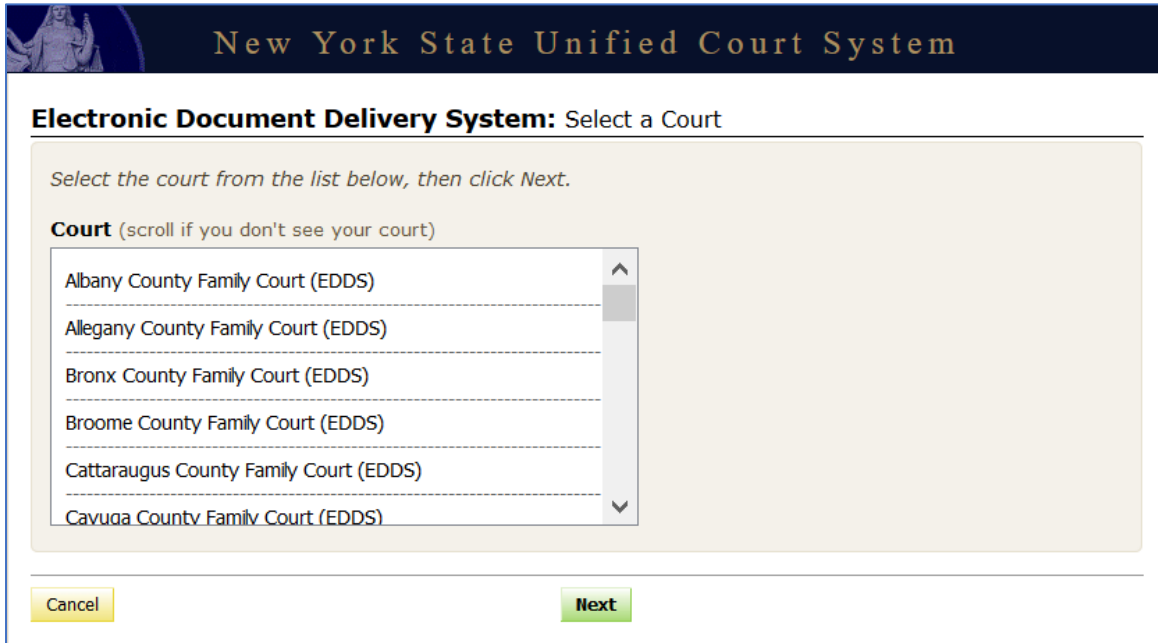
Reason for sending documents *
(For example: "copy of papers requested by the judge"; or "letter to court describing proposed settlement")

☐ **FILING:** I request that the document(s) I am sending be filed by the court or County Clerk

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

Step 3:

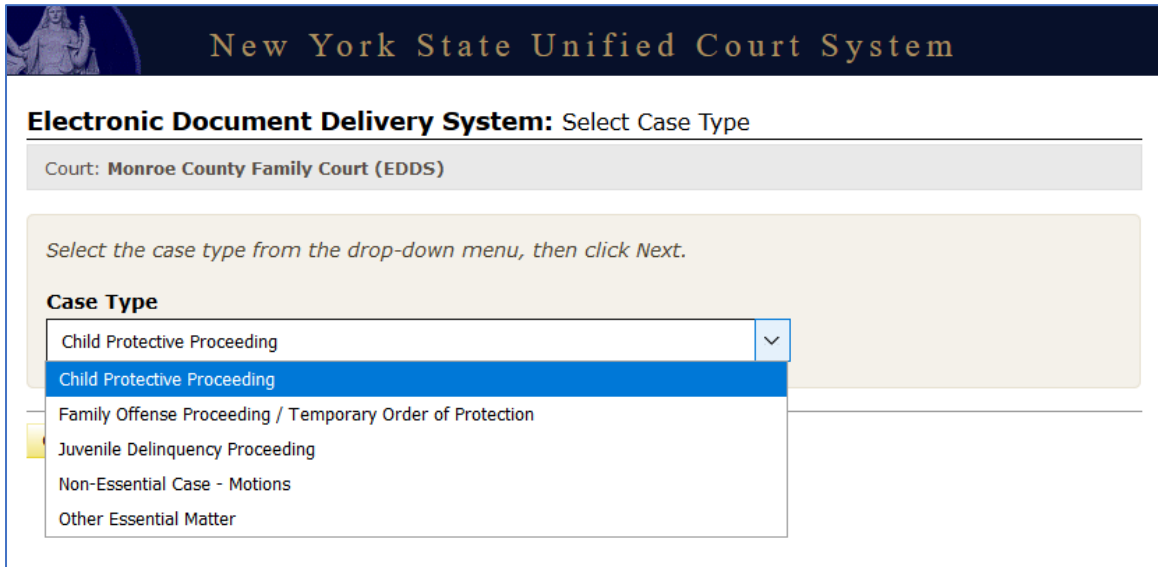
The submitter will indicate the county to which they are submitting their document.



The screenshot shows the 'New York State Unified Court System' header with a logo on the left. Below the header, the title 'Electronic Document Delivery System: Select a Court' is displayed. A light beige instruction box contains the text 'Select the court from the list below, then click Next.' Below this, the label 'Court (scroll if you don't see your court)' is followed by a scrollable list box. The list contains the following items: '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)', and 'Cayuga County Family Court (EDDS)'. At the bottom of the form are two buttons: a yellow 'Cancel' button on the left and a green 'Next' button on the right.

Step 4:


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



The screenshot shows the 'New York State Unified Court System' header with a logo on the left. Below the header, the title 'Electronic Document Delivery System: Select Case Type' is displayed. A grey bar shows the selected court: 'Court: Monroe County Family Court (EDDS)'. Below this, a light beige instruction box contains the text 'Select the case type from the drop-down menu, then click Next.' Below the instruction box, the label 'Case Type' is followed by a drop-down menu. The menu is open, showing the following options: 'Child Protective Proceeding' (highlighted in blue), 'Family Offense Proceeding / Temporary Order of Protection', 'Juvenile Delinquency Proceeding', 'Non-Essential Case - Motions', and 'Other Essential Matter'. At the bottom of the form is a yellow button with a question mark icon.

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.

CancelSend 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.