TOY-TQ002-06-3D-00005171

Dictionary (a pdf document available on our public website at www.nysd.uscourts.gov) is also very useful for finding your event and the category in which it's listed. Print the dictionary for future reference. If you cannot find the appropriate event for your document do not file it using the wrong event. Call the ECF Help Desk at (212)805-0800 for assistance if necessary.

(*See section 24 - ECF Help Desk and Training*).

13.23 Must I retain paper originals of documents I electronically file?

Yes. Filing Users must retain original versions of electronically filed documents for a period of time after filing. On request of the Court, the Filing User must provide original documents for review.

(*See section 7 - Retention Requirements*).

13.24 Should I continue to submit courtesy copies?

Yes, continue your current practice. In the past if you would have submitted a paper courtesy copy of a document, you should now submit a paper courtesy copy of the document in an ECF case. For example, most Judges require courtesy copies of motion papers. Read the Judge's Individual Practices for specific practices.

(*See section 3 - Consequences of Electronic Case Filing*).

13.25 Are Administrative Records filed electronically?

Yes, if possible. However, if the administrative record is too large to be scanned it may be served and filed in hard copy without prior motion and order of the Court.

(*See section 5 - Attachments and Exhibits*).

13.26 In Consolidated and MDL cases can I file simultaneously in member cases?

Yes. When filing in Consolidated and Multi-District Litigation (MDL) cases you can save time by electronically filing a document simultaneously in the member case(s) using the computer function titled "Spread Text and Effects" (not available in related cases). Please observe the following MDL filing rules:

- In consolidated and MDL cases you must file all documents first under the Lead or MDL case number.

- You may then precisely designate the member case(s) in which you wish to simultaneously file.

- Do not file in all cases unless it is appropriate. Your document may not relate to all member cases.

- The case caption must include all the case numbers in which your document will be filed.

- Instructions for Spread Text and Effects and information on in-person training are available on-line at www.nysd.uscourts.gov