

UNITED STATES DISTRICT COURT
FOR THE
EASTERN DISTRICT OF NEW YORK

Douglas C. Palmer
Clerk of Court

Michele Gapinski
Chief Deputy

Carol McMahon
Chief Deputy



Theodore Roosevelt Federal Courthouse
Emanuel Cellar Federal Courthouse

225 Cadman Plaza East
Brooklyn, NY 11201
(718) 613-2270

Alfonse D'Amato Federal Courthouse

100 Federal Plaza
Central Islip, NY 11722
(631) 712-6000

The Eastern District of New York is pleased to announce that effective February 3, 2014 attorneys may electronically open and file civil cases in CM/ECF if the following conditions are met:

- (1) The attorney has a valid CM/ECF login and password issued by the Eastern District of New York.
- (2) One of the following is true:
 - All filing fees will be paid online with a credit card through pay.gov; or
 - No filing fee is required (i.e., cases filed by the U.S. government or exempted by statute).
- (3) The attorney is a member of the EDNY bar.
- (4) No motion for a temporary restraining order or order to show cause accompanies the initiating document.

The CM/ECF Electronic New Civil Case Opening Manual containing step-by-step instructions for attorneys on how to electronically open and file a new civil case may be found on our website at

<https://www.nyed.uscourts.gov/sites/default/files/forms/CaseOpeningManual.pdf>. As well as at

For attorneys - cm/ecf documentation : <https://www.nyed.uscourts.gov/cmecf-documentation> ; and

Forms and instructions - ecf instructions: <https://www.nyed.uscourts.gov/forms-and-instructions>.

A video tutorial on how to electronically open and file a new civil case may be found at:
<https://www.nyed.uscourts.gov/video-tutorials>.

Training is also available. Please contact Evelyn Levine at 718-613-2312 for more information.