



Legal
Information for
Families
Today (LIFT)

Need Help Now?
Call LIFT's Helpline!
NYC: (212) 343-1122
Outside NYC: (800) 696-8629

How do I start my case during COVID?

To start a case in Family Court, you must submit a **petition**. The person who starts a case is called the **petitioner**. The person on the other side is called the **respondent**.

Due to the COVID-19 Pandemic, you can submit your petition online through the Electronic Document Delivery System (**EDDS**) or through mail unless it is an emergency.

How do I file an emergency petition?

In NYC: If your case is an emergency, you can submit your petition by email. Email the court at: NYFCApplications@nycourts.gov

The Court will review your petition. If the Court thinks it is not an emergency, you may receive an email asking you to file it over EDDS.

Outside NYC: Contact your local Court to see if you can go in person or submit over EDDS.

In NYC: The Courthouses are not physically open, except if you want an **order of protection**. You can file in person if you do not have access to a computer.

What is the Electronic Document Delivery System (EDDS)?

The Electronic Document Delivery System (**EDDS**) is a website to submit your petition. You will fill out your contact information and then upload your petition.

Go to the EDDS website here: <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

All EDDS documents must be **PDFs**

What is a PDF?

A **PDF** is a specific kind of document file. It is not a photo, picture or image. It is also not a word document. It is specific type of file called "PDF."

How else can LIFT help you?



Family Law Helpline
NYC: (212) 343-1122
Outside NYC: (800) 696-8629

Visit us online
www.LIFTonline.org



How do I turn my picture or document into a PDF?

Convert means to change one file type to another file type. For example, if you change a picture to a PDF, you convert a picture (a JPG or PNG) to a PDF.

You can convert a **word document** to a PDF for free on the Adobe website.
Go to the website: <https://www.adobe.com/acrobat/online/word-to-pdf.html>



You can convert an **image or photo** to a PDF for free on the Adobe website.
Go to the website: <https://www.adobe.com/acrobat/online/jpg-to-pdf.html>

There are also many free phone apps to convert a picture to a PDF.

Can I use EDDS on my phone?

Yes. However, you must **upload your petition as a PDF**.
You cannot upload a photo of the petition from your phone.

It is easier to upload your petition to EDDS with a computer.

If I submit my petition over EDDS, do I need to serve court papers on the respondent?

After you get a court date, you must tell the respondent by giving them the papers. This is called **service**. The Court will tell you how you have to “serve” the papers. You must give the papers to the respondent before the first hearing. The Court will give you instructions for how to serve the respondent. **Follow the Court’s instructions.**

EDDS does not “serve” the other party.

When will I hear from the Court?

You will get a confirmation email from the Court automatically with a **Document ID** after you submit your petition. The Court will contact you again by email when they are ready to schedule a hearing.

There are other petitions already in line ahead of yours. It may take a while for the court to contact you. Check your email and spam/junk folder regularly. Tell the Court if your email or phone number changes. **You should expect to wait.**

How else can LIFT help you?



Family Law Helpline

NYC: 212-343-1122

Outside NYC: (800) 696-8629

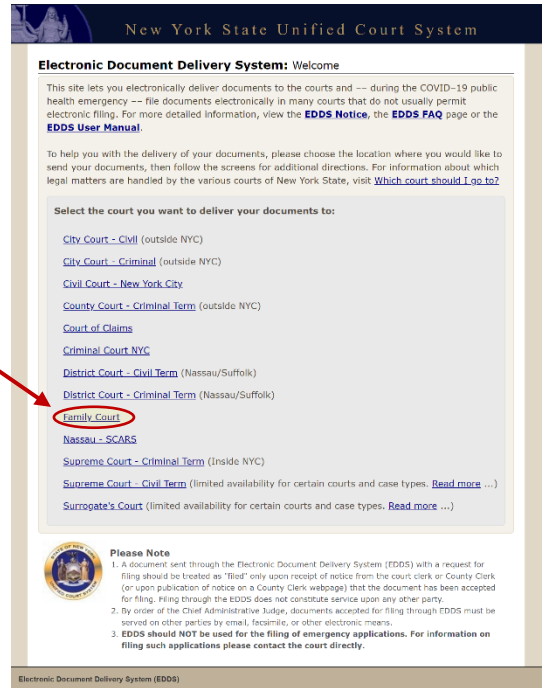
Visit us online
www.LIFTonline.org



Electronic Document Delivery System (EDDS) Steps

Go to the EDDS Website: <https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

Page 1
Click Family Court



Page 2
Read the instructions then
Click **Next**



How else can LIFT help you?



Family Law Helpline
NYC: 212-343-1122
Outside NYC: (800) 696-8629

Visit us online
www.LIFTonline.org



Page 3

- (1) Type Your First and Last Name
- (2) **Check “I do not have a lawyer”**
- (3) Type Your Phone Number
- (4) Type Your Email
- (5) Party You are Representing
Type Your Name
- (6) Party Role
Type “Petitioner”
- (7) Case Number
Type the CMS or Docket number
If you do not have a case number, write “N/A”
- (8) Case Title
Type “Your Name vs. Respondent Name”
- (9) Reasons for Sending Documents
List what petition and/or document(s) you are sending
- (10) **Check “FILING REQUEST:** I request that the document(s) I am sending be filed by the court or County Clerk”
- (11) Click **Next**

New York State Unified Court System

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

Sender's Name
First Name * Middle Name Last Name *

Organization/Agency/Firm Name * do not have a lawyer

Phone Number (enter as 123-456-7990) *

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 *
(For example: Index, Indictment, Docket Number, or CSMS #. If there is no case number assigned, please enter "not assigned" in this field.)

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 REQUEST: I request that the document(s) I am sending be filed by the court or County Clerk. I also understand that a document sent via EDDS with a request that it be filed, should be treated as "filed" only upon receipt of notice from the court or County Clerk (or upon publication of a notice on a County Clerk webpage) that the document has been accepted for filing.

Cancel Next

Page 4

Select the Family Court in the County where you are filing

Click **Next**

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

How else can LIFT help you?



Family Law Helpline
 NYC: 212-343-1122
 Outside NYC: (800) 696-8629

Visit us online
www.LIFTonline.org



Page 5

Pick the kind of case.

Case Type

- Adoptions
- Appeals
- Child Protective Proceeding
- **Custody/Visitation** and Guardianship
- Family Offense Proceeding / Temporary Order of Protection
- Juvenile Delinquency Proceeding
- Objections
- Order to Show Cause (NYC Family)
- **Support/Paternity**
- Transcripts
- Writ of Habeas Corpus (NYC Family)

Click **Next**

Page 6

Document Type

Select "Petition"

Submit your petition by selecting **Choose File**

Click **Next**

Page 7

DOUBLE-CHECK Your Information

- (1) Check your information
If you find a mistake, click [Change My Information](#)
- (2) Click the document to confirm it was the one you intended to file
- (3) Write down **Document(s) ID**
- (4) Read the acknowledgements
- (5) Click "I acknowledge [...]"

There should be \$0 filing fees

Click **Send Documents**

How else can LIFT help you?



Family Law Helpline
NYC: 212-343-1122

Outside NYC: (800) 696-8629

Visit us online
www.LIFTonline.org

