

E-file Training

May 19, 2020

Effective **on May 8, 2020**, the following actions are authorized to be filed electronically:

Consensual/Voluntary:

Article 70 proceedings

Article 78 proceedings

Civil Forfeiture

Election Law proceedings

Emergency Medical Treatment

Matrimonial matters

Mental Hygiene Law proceedings

Name Change proceedings

Mandatory in part:

Consumer credit actions as defined in CPLR 105(f)

Mandatory:

All other civil actions.

Electronic filing in Suffolk County is governed by the following:

- Civil Practice Law and Rules
- Uniform Civil Rules for the Supreme Court and County Court
 - In particular:
 - 202.5
 - 202.5-b
 - 202.5-bb
- Protocol for Electronic Filing in Suffolk County Supreme Court
 - Updated as of January 4, 2017
- All statutory and uniform rule requirements concerning specific actions or proceedings also apply.
- Individual Judge's Rules

WHAT TO DO WHEN FILING DOCUMENTS

1. COMMENCEMENT OF ACTION OR PROCEEDING

When choosing the case type at commencement, utilize the available options that most closely resemble the nature of the matter being filed. The number of available case types listed on that screen will be expanded once the restriction on commencing new non-essential cases is lifted. If in doubt, contact the County Clerk **BEFORE** making your choice.

The caption on the document **MUST** match the caption entered into NYSCEF. Each party **MUST** be entered into an individual name field. If they do not, your case will be removed and you will have to re-file. County Clerk staff will not correct the error.

Where the document type refers to a provision of law, only use it if your case and document meet the requirements for using that document type. Two examples are the most commonly misused.

EX PARTE STATEMENT – SIMPLIFIED PROCEDURE (CPLR 3034) is often used incorrectly. This document type is only available where the parties agree on the facts and there is a genuine issue in controversy and requires that the statement be signed and acknowledged by all parties. **DO NOT** use this to file your affirmation or complaint.

NOTICE OF CLAIM (CPLR 214-D) is also used when *PETITION* is more appropriate. This document type is only available in an action against licensed architects, engineers, land surveyors and landscape architects.

BOTTOM LINE: if the document type reflects a CPLR or other provision of law in the title, read that provision **BEFORE** you use it for your document. Staff do not want to change or receive phone calls requesting to change either a case type or a document type because the filer did not take the time to do it the right way in the first instance.

Supreme Court E-File - Internet Explorer
https://apps.courts.state.ny.us/nyscef/SupremeMenu

New York State Unified Court System
NYSCEF - New York State Courts Electronic Filing (Live System)

Home
NYSCEF

Home
Unrepresented Litigants

File Documents

- Appellate Court
- Civil Court
- Court of Claims
- Supreme Court
- Digital Submission

Cases

- My Cases/Appeals
- Case Search

Resources

- Forms
- PDF Checker
- Authorized Courts
- Available Documents
- Rules & Legislation
- NYSCEF Updates

My Account

- Account Settings
- Logout

Supreme Court E-filing

Use this page for filing documents into Supreme Court.
All e-filed documents must conform to the [NYSCEF Document Requirements](#).

New Cases

- [Start a New Case](#)
- [Start a 3rd Party Action](#)

Existing Cases

- [File to an Existing Case](#)
- [Consent/Represent](#)

Bulk Filing

- [Tax Cert Data Upload](#)
Enter data manually or upload a text file to create new Tax Certiorari cases.
- [SCAR Text File Upload](#)
Upload a text file to create new Small Claims Assessment Review cases.
- [Multi-PDF Upload](#)
Create multiple cases in 1 filing. You can upload 1 document for each case.
- [Instructions for Multi-PDF Upload](#)

Help

- [FAQs](#)
- [Training](#)
- [Terms of Use](#)
- [User Manual](#)
- [Filing Requirements](#)
- [Contact Us](#)

Support

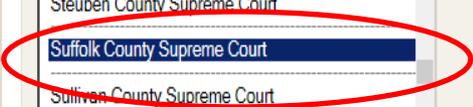
- [Follow NYSCEF](#)
- [Follow UCS](#)
- [Request for Public Comment](#)
- [Unrepresented Litigant Fact Sheet](#)
- [E-File Report](#)

3:54 PM
5/15/2020

If the case type you wish to file does not appear, contact the [Electronic Filing Resource Center](#).

Courts

- St. Lawrence County Supreme Court
- Steuben County Supreme Court
- Suffolk County Supreme Court**
- Sullivan County Supreme Court
- Tioga County Supreme Court



Cancel

Next

NYSCEF E-mail: EFile@nycourts.gov Phone: (646) 386-3033 Fax: (212) 401-9146

Resources Help
Forms FAQs
PDF Checker Training
Authorized Courts Terms of Use

Real Property

- Condemnation
- Mortgage Foreclosure - Residential
- Mortgage Foreclosure - Commercial
- Tax Certiorari
- Tax Foreclosure
- Other Real Property (Select an option)

Other Matters

- Emergency Medical Treatment
- Habeas Corpus
- Name Change
- Sale or Finance of Religious/Not for Profit Property
- Other (Select an option)

Torts

- Asbestos
- Child Victims Act
- Environmental (specify)
- Medical, Dental, or Podiatric Malpractice
- Motor Vehicle
- Product Liability (Select an option)
- Other Negligence (Select an option)
- Other Professional Malpractice (specify)
- Other Tort (specify)

Special Proceedings

- CPLR Article 75 (Arbitration)
- CPLR Article 78 (Body or Officer)
- Election Law
- Extreme Risk Protection Order
- MHL Article 9.6 (Kendra's Law)
- MHL Article 10 (Sex Offender Confinement-Initial)
- MHL Article 10 (Sex Offender Confinement-Review)
- MHL Article 81 (Guardianship)
- Other Mental Hygiene (Select an option)
- Other Special Proceeding (Select an option)

Plaintiffs/Petitioners

At least 2 characters are required for business/organization name, and at least 1 character for first and last name.

First Name	Middle	Last Name	Suffix	Business/Organization Name	
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				

Defendants/Respondents

At least 2 characters are required for business/organization name, and at least 1 character for first and last name.

This case DOES NOT have a respondent - You will be asked to enter the caption on the next page

First Name	Middle	Last Name	Suffix	Business/Organization Name	
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				
<input type="text"/>	<input type="button" value="Add Other Name/Status"/>				

[Child Victims Act Commencement Process](#)

Welcome to the Suffolk County Clerk's Office E-Filing portal. We look forward to working with you as Supreme Court E-Filing expands in New York and Suffolk County.
[Suffolk County Clerk's Website](#)

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

2. SEPARATE YOUR DOCUMENTS

Each document in your filing should be uploaded separately. For example, Notice of Motion, Affirmation, Exhibits. This makes it easy to find a document in the Document List.

In all cases, any document that is being filed in which either a Judge or the County Clerk is signing that document, it **MUST** be uploaded separately utilizing the appropriate document type (i.e. *FINDINGS OF FACT AND CONCLUSIONS OF LAW (PROPOSED)* and *ORDER (PROPOSED)*). These documents will not get routed to the correct Clerk staff unless filed properly.

3. CHECK YOUR PDFs

Are the pages in the right order?

Are the pages facing in the right direction?

Are any pages missing?

Is the document being scanned to the correct size?

Does the document have proper margins?

IS IT BEING FILED IN THE CORRECT CASE?

For detailed instructions on how to file your documents, refer to our [Filing Help](#) page.

Commencement Document

Document Type*

- CONFESSION OF JUDGMENT (AFFIDAVIT OF DEFENDANT)
- EMERGENCY APPLICATION - COMMENCEMENT
- EX PARTE STATEMENT - SIMPLIFIED PROCEDURE (CPLR 3034)
- JUDGMENT-FOREIGN (5402)
- NOTICE OF CLAIM (CPLR 214-D)
- PETITION
- STATEMENT - SIMPLIFIED PROCEDURE (CPLR 3031)
- SUBMISSION OF CONTROVERSY - ACTION ON SUBMITTED FACTS (CPLR 3222)
- SUMMONS
- SUMMONS + COMPLAINT
- SUMMONS AND 3213 MOTION W/ RJI
- SUMMONS AND 3213 MOTION W/O RJI
- SUMMONS WITH NOTICE

Document 2

Document Type

File Name (Max size 100 MB)

 Browse...

Exhibit Number/Letter

Additional Document Information

Special Instructions (Court Part, Judge, etc)

Un-Redacted as required or permitted by a specific rule or law:

† Includes information from any of the documents or testimony in a [matrimonial action](#) protected by [DRL §235](#) or evidence sealed by the court in such an action which are attached as exhibits to or referenced in these papers

Document 2

Document Type

- ACKNOWLEDGEMENT OF SERVICE
- ADJOURNMENT OF CONFERENCE -OPPOSITION TO REQUEST
- ADJOURNMENT OF CONFERENCE -REQUEST
- ADJOURNMENT OF MOTION - OPPOSITION TO REQUEST
- ADJOURNMENT OF MOTION -REQUEST
- ADMISSION OF SERVICE
- AFFIDAVIT
- AFFIDAVIT OF FACTS
- AFFIDAVIT OF PUBLICATION
- AFFIDAVIT OR AFFIRMATION IN FURTHER SUPPORT OF CROSS-MOTION
- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO CROSS-MOTION
- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO CROSS-MOTION AND IN FURTHER SUPPORT OF MOTION
- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO MOTION
- AFFIDAVIT OR AFFIRMATION IN OPPOSITION TO MOTION AND IN SUPPORT OF CROSS-MOTION

Document 3

Document Type

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

3. FORM OF PAPERS

All of the requirements concerning the form of papers set forth in the CPLR and Uniform Rule 202.5 also apply to electronically filed documents. This includes maintaining a one-inch margin around on all sides. This is particularly important as NYSCEF applies several stamps to the top and bottom of each document which need to be legible and not obscure or be obscured by any text.

4. SUMMONS AND COMPLAINT

When filing a Summons and Complaint along with other documents that require a fee, it must be filed separately from the Summons and Complaint but may be part of the same filing. Check to make sure all documents requiring a fee are listed on the final screen and the correct fee total is reflected prior to submitting the filing.

An attorney affirmation used to commence a case should be filed as a *PETITION* and “Attorney Affirmation” included in the additional information field.

New York State Unified Court System

NYSCEF - New York State Courts Electronic Filing (Live System)

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Court Case Type Parties Documents **Payment** Review & File

e-File: Enter Payment Information Previous Help

Case Summary

Court: **Suffolk County Supreme Court**
 Case Type: **Emergency Applications Related to Coronavirus**
 Short Caption: **John Doe v. Mary Roe**

Documents ARE NOT filed until payment is received.

If you are paying by credit card or County Clerk debit account (where available), documents are filed upon transmission of the documents and the recording of the required credit card/debit account information at the NYSCEF site.

Documents Ready for Filing

To view a document, click the **Document Type** link

Document	Fee
SUMMONS + COMPLAINT	\$0.00
Index Fee	+ \$210.00
Total Fees	\$210.00

Payment Information

Select your method of payment. (* Required fields apply only for the option that is selected)

Credit Card

We accept VISA, MasterCard, and American Express



Card Number *

Expiration Date *

mm / yy

Judith A. Pascale
 Suffolk County Clerk
[Suffolk County Clerk Website](#)

Suffolk County Clerk's Office
 310 Center Drive
 Riverhead, NY 11901
 631-852-2000
 631-852-3016 (fax)

David Grier, Esq.
 Deputy County Clerk
David.Grier@suffolkcountyny.gov

Tracy Lorenz
 E-Filing Coordinator
tracy.lorenz@suffolkcountyny.gov

E-Filing Resources

[Suffolk County Protocol](#)
[Child Victims Act Commencement Process](#)

Welcome to the Suffolk County Clerk's Office E-Filing portal. We look forward to working with you as Supreme Court E-Filing expands in New York and Suffolk County.
[Suffolk County Clerk's Website](#)

New York State Unified Court System

NYSCEF - New York State Courts Electronic Filing (Live System)



Court Case Type Parties Documents Payment **Review & File**

e-File: Review Your Filing

Previous Help

Prior to submitting your filing, review your information and make any necessary corrections. Then acknowledge filing provisions [GBL §399-ddd\(6\)](#) and [NYCRR §202.5\(e\)](#).

Case Summary

Court: **Suffolk County Supreme Court**
Type: **Emergency Applications Related to Coronavirus**

[Edit Court and Case Type](#)

Caption

Full Caption: **John Doe**
v.
Mary Roe

[Edit Caption](#)

Documents Ready for Filing

To view a document, click the **Document Type** link

Document	Fee
SUMMONS + COMPLAINT	\$0.00
Index Fee	+ \$210.00
Total Fees	\$210.00

[Edit Documents](#)

Judith A. Pascale
Suffolk County Clerk
[Suffolk County Clerk Website](#)

Suffolk County Clerk's Office
310 Center Drive
Riverhead, NY 11901
631-852-2000
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Tracy Lorenz
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E-Filing Resources
[Suffolk County Protocol](#)

[Child Victims Act Commencement Process](#)

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[Suffolk County Clerk's Website](#)

Payment

Type: **Fee Already Paid**
Date Paid: **05/11/2020**
Type: **CHECK**
Receipt #: **165498**

Attorney File Number - Optional

This number will be used for display purposes on the Case Details page, and can be viewed by no one other than the person who entered it.

Party Name Add Attorney File Number

John Doe

Filing Acknowledgment

I acknowledge that I have read and understand the following:

1. [GBL §399-ddd\(6\)](#), which generally prohibits the filing of a document containing a social security number. When filing a document containing a social security number under a statutory exception, I have checked the appropriate box on the filing page.
2. Except in a matrimonial action, or a proceeding in surrogate's court, or a proceeding pursuant to article 81 of the mental hygiene law, or as otherwise provided by rule or law or court order, and whether or not a sealing order is or has been sought, [22 NYCRR §202.5\(e\)](#), which requires filers to omit or redact confidential personal information in documents submitted to the court for filing, including any of the documents or testimony in a matrimonial action protected by [DRL § 235](#) or evidence sealed by the court in such an action which are attached as exhibits or referenced in the papers filed in any other civil action. A matrimonial action shall mean: an action to annul a marriage or declare the nullity of a void marriage, an action or agreement for a separation, an action for a divorce, or an action or proceeding for custody, visitation, writ of habeus corpus, child support, maintenance or paternity. When filing a document with redacted or unredacted confidential personal information as defined in 22 NYCRR §202.5(e), I have checked the appropriate box on the filing page.
3. Except in a matrimonial action, or a proceeding in surrogate's court, or a proceeding pursuant to article 81 of the mental hygiene law, or as otherwise provided by rule or law or court order, Documents filed electronically initiating an action or proceeding in this County will be available for **viewing by the public** prior to the assignment of an index number and issuance of a 22 NYCRR §202.5-b(d)(3)(ii) notification.

Cancel

Previous

File Documents

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

5. REDACTION COVER PAGE

A Redaction Cover Page should not be included with an electronically filed document. The requisite redaction questions are supplied for each document when uploading.

Document 2

Document Type

File Name (Max size 100 MB) Browse... Exhibit Number/Letter

Additional Document Information Special Instructions (Court Part, Judge, etc)

Does this document contain Confidential Personal Information as defined in [22 NYCRR §202.5\(e\)](#)?

No ... this document DOES NOT contain a Social Security Number or other [Confidential Personal Information](#) as defined in [22 NYCRR §202.5\(e\)](#), including information from any of the documents or testimony in a [matrimonial action](#) protected by [DRL §235](#) or evidence sealed by the court in such an action.

Yes ... this document contains [Confidential Personal Information](#) as defined in [22 NYCRR §202.5\(e\)](#) † (check all that apply):

Redacted, per [22 NYCRR §202.5\(e\)](#)

Un-Redacted and seeks a remedy under [22 NYCRR §202.5\(e\)\(2\)](#) or (3)

Un-Redacted as required or permitted by a specific rule or law:

† Includes information from any of the documents or testimony in a [matrimonial action](#) protected by [DRL §235](#) or evidence sealed by the court in such an action which are attached as exhibits to or referenced in these papers

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

6. MOTIONS/ORDERS TO SHOW CAUSE

The Notice of Motion, affirmations, affidavits and exhibits must be filed as **SEPARATE** documents.

A proposed Order To Show Cause is filed in the same manner as a Notice of Motion using document type *ORDER TO SHOW CAUSE (PROPOSED)* in place of the Notice of Motion.

If an Order to Show Cause/Motion is filed in hard copy on an emergency basis it **MUST** be filed electronically with three (3) business days of the hard copy submission.

If filing an Order To Show Cause at commencement, file the Petition, Complaint or attorney affirmation in the appropriate document type under “Add Documents” and file the Order To Show Cause under “Accompanying Documents” as *ORDER TO SHOW CAUSE – ACCOMPANYING COMMENCEMENT DOC(S) (PROPOSED)*. A similar document type is available for Motions

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

7. NOTICE OF PENDENCY

The *NOTICE OF PENDENCY* now allows a filer to choose the document type with the appropriate number of lots from 1 to 25+ as there is a maximum fee of \$5,020.

8. NOTICE OF APPEAL

Suffolk is a mandatory county for E-filing in the Second Department.

The Second Department requires that the Notice of Appeal, Informational Statement, order or judgment and proof of service be uploaded as **ONE** document under the document type *NOTICE OF APPEAL/INFORMATIONAL STATEMENT/COPY OF ORDER/PROOF OF SERVICE* in the order just listed.

If the file contains any hard copy documents, the \$49.10 fee applies. There is **NO** fee for fully electronic cases. E-file participants **MUST** upload the subpoena **AND** submit a copy of the subpoena with the Confirmation Notice attached along with a check for the fee, if applicable.

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

8. NOTICE OF APPEAL (cont'd)

In all cases, the subpoena is to be filed under the document type *COPY OF SUBPOENA* and write "Appellate Division subpoena" as additional information. A hard copy of the subpoena must be filed with the County Clerk with a copy of the Confirmation Notice attached.

9. NOTICE OF SALE AND REFEREE'S REPORTS

Notices of Sale and all Referee's documents **MUST** be uploaded to NYSCEF by either the Plaintiff or the Referee. If filed by the Referee, the documents are filed by the Referee as a non-party.

10. DISCOVERY MATERIALS

Pursuant to Rule 202.5-b(j), materials produced in response to discovery demands **MAY NOT** be E-filed unless the parties and non-parties producing same have entered into a stipulation which has been E-filed authorizing the filing of those materials and only to the degree and extent set forth in that stipulation. However, discovery materials may be used as support for motions, pleadings or other applications to the Court without such stipulation.

WHAT TO DO WHEN FILING DOCUMENTS (CONT'D)

11. ADDITIONAL INFORMATION

In the “Additional Information” field include a description of the document if the document type chosen is not sufficiently descriptive. For example, indicate “Proof of Service on John Doe” when filing an *AFFIRMATION/AFFIDAVIT OF SERVICE*.

When filing correspondence, identify the general substance.

12. GENERAL

If you have a question regarding which document type to file under or how to file something, call either the Suffolk County Clerk’s Office (631-852-2000 x 55852) or the NYSCEF Resource Center (646-386-3033) **BEFORE** filing so that the documents do not need to be removed if filed incorrectly.

Unless you are an unrepresented litigant, once you participate in mandatory electronic filing, you must continue to do so even if other parties do not and you are served with hard copy filings.

Non-participating parties must be served in hard copy and proof of service must be filed electronically.

REQUESTS TO RETURN/REMOVE DOCUMENTS

Requests to return or remove electronically filed documents are treated the same as if filed in a hard copy case.

Unless the document was filed with an error which would be cause for the County Clerk to reject the document, the County Clerk **WILL NOT** return or remove a document for correction. Like anything, there is an exception. If the document contains a Social Security number which is required to be redacted, the County Clerk will return the document for correction sua sponte or upon request.

Correction may be had by filing an amended document, where permitted by law, or by requesting relief directly from the Court.

If a document is filed erroneously and is not subject to return by the County Clerk you must follow the procedure specified in Rule 202.5-b(d)(3)(iii).

EXHIBITS

When filing exhibits electronically it is required that the filer **upload each exhibit as a separate PDF**. The NYSCEF system also requires that a description of the exhibit be entered in the "additional information area" whenever the filer selects the document type *EXHIBIT(S)*. This is in addition to the requirement that a user enter an exhibit number or letter in the appropriate field. **Do not simply re-state the exhibit letter or number in the additional information field** but instead give a short, clear and specific description of the exhibit. e.g. "Copy of Contract dated January 1, 2015". **DO NOT** use generic descriptions such as "Supporting Documents". It is important to be sure to place a check mark to the right of "Attach to main document", if applicable, to ensure it is connected to your main document. Each exhibit should bear a separate cover sheet clearly marked as "Exhibit A", "Exhibit B", etc. *See Suffolk E-file Protocol.*

EXHIBITS COMPARISON

NAUGHTY

- 49 EXHIBIT(S)
SUPPORTING DOCUMENTS
- 50 EXHIBIT(S)
SUPPORTING DOCUMENTS
- 51 EXHIBIT(S)
SUPPORTING DOCUMENTS
- 52 EXHIBIT(S)
SUPPORTING DOCUMENTS
- 53 EXHIBIT(S)
SUPPORTING DOCUMENTS
- 54 EXHIBIT(S)
SUPPORTING DOCUMENTS

NICE

- 64 EXHIBIT(S)
OATH AND REPORT
- 65 EXHIBIT(S)
ORDER GRANTING SUMMARY
JUDGMENT WITH NOTICE OF ENTRY
- 66 EXHIBIT(S)
AFFIDAVITS OF SERVICE
- 67 EXHIBIT(S)
SUMMONS; COMPLAINT; NOTICE
OF PENDENCY
- 68 EXHIBIT(S)
DEMAND LETTER
- 69 EXHIBIT(S)
LOAN DOCUMENTS

WORKING COPIES

It is uncertain whether the requirement of filing working copies will continue once Court operations return to normal. If permitted, the provisions of the *Suffolk County E-file Protocol*, will govern.

The most important feature of working copy filing concerns proposed orders, judgments, and other documents requiring a Judge's signature shall be filed electronically and in hard copy as a **separate** document.

When uploading proposed orders and judgments, use the applicable "proposed" document type (e.g. *ORDER (PROPOSED)*).

The working copy of proposed orders and judgments shall be bound with either one staple or a two-prong fastener.

Working Copies are **NOT** accepted by the Suffolk County Clerk under any circumstance or for any purpose.

WORKING COPIES (CONT'D)

Unless you are an unrepresented litigant, **EACH AND EVERY** hard copy submitted **MUST** have a completed and signed *Notice of Hard Copy Submission - E-filed Case* form attached to the last page of the document facing out. **YOU MAY NOT USE COPIES OF PREVIOUSLY SIGNED FORMS.**

SUMMARY

CHECK YOUR PDFs. CHECK YOUR PDFs. CHECK YOUR PDFs.

FILE AND PAY FOR COMMENCING DOCUMENTS SEPARATE FROM ANY OTHER DOCUMENTS REQUIRING A FEE.

DO NOT SEND WORKING COPIES TO THE COUNTY CLERK.

ONLY SUBMIT WORKING COPIES OF DOCUMENTS REQUIRED BY ADMINISTRATIVE ORDER, PART RULES OR THE *SUFFOLK E-FILE PROTOCOL*.

E-FILE PARTICIPANTS (INCLUDING REFEREES) MUST UPLOAD ALL DOCUMENTS TO NYSCEF.

WHEN IN DOUBT CALL BEFORE FILING.