



**United States District Court
Southern District Of New York**

Laura Taylor Swain
Chief Judge

Ruby J. Krajick
Clerk of Court

COURT NOTICE TO THE BAR

April 27, 2022

CONTACT:

Help Desk, 212-805-0800

**SDNY Announces Revisions to the ECF Rules & Instructions
Regarding Exhibits, and Consent to Magistrate Judge Forms**

The United States District Court for the Southern District of New York announces revisions to the court's ECF Rules & Instructions, effective May 2, 2022.

ECF Rule 5.1, regarding attachments and exhibits, has been revised to clarify the requirements for properly naming electronically filed exhibits.

A new ECF Rule, 13.27, has been added requiring parties to electronically file fully executed Notice, Consent, and Reference of a Civil Action to a Magistrate Judge forms (AO-85), and Notice, Consent, and Reference of a Dispositive Motion to a Magistrate Judge forms (AO-85A).

Redline revisions to the ECF Rules & Instructions are attached. The complete ECF Rules & Instructions may be found at <https://www.nysd.uscourts.gov/rules/ecf-related-instructions>.

Questions may be directed to the ECF Help Desk at helpdesk@nysd.uscourts.gov, or by calling (212) 805-0800 during business hours.

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United States District Court, Southern District of New York
Revisions to the ECF Rules & Instructions, Effective May 2, 2022

Section 5. Attachments and Exhibits

5.1 Filing Users must submit all documents referenced as exhibits or attachments in electronic form, unless the Court permits paper filing. ~~Exhibits~~ Each document filed as an exhibit must be filed as a ~~separately numbered attachments~~ to the main document and ~~Each attachment~~ must be clearly titled with an objective description of the document (e.g., 6/14/19 Deposition of John Doe; 10/14/21 Letter from Smith to Jones; 3/15/20-3/23/20 Email Thread between Doe and Roe) so that the ~~subject~~ nature of the exhibit and its relevance ~~is~~ are clearly discernible without the need to open the file. The filing of exhibits in text searchable format is encouraged, but not required.

Section 13. ECF Basics

13.27 Must a fully executed Consent to Proceed Before a Magistrate Judge form be electronically filed?

Yes. A fully executed Notice, Consent, and Reference of a Civil Action to a Magistrate Judge form (AO-85), filed pursuant to 28 U.S.C. § 636(c) and Federal Rule of Civil Procedure 73, must be electronically filed using the ECF Filing Event "PROPOSED CONSENT TO JURISDICTION BY US MAGISTRATE JUDGE."

A fully executed Notice, Consent, and Reference of a Dispositive Motion to a Magistrate Judge form (AO-85A) must also be electronically filed using the ECF Filing Event "PROPOSED CONSENT TO MAGISTRATE JUDGE DISPOSITION OF MOTION."

Consent forms must be retained by counsel until the signatures of all parties are obtained before filing. Forms that do not include the signatures of all parties must not be transmitted to the court. Forms may be signed in counterpart fashion, provided all signed forms are attached in a single filing. The form is available at <https://nysd.uscourts.gov/forms>.

Pro se litigants who are not Filing Users are exempt from that portion of this Rule that requires electronic filing and shall deliver documents to the Clerk's Office in paper form.