



**Need Help Now?
Call Family Legal Care's
Helpline!**

**NYC: (212) 343-1122
Outside NYC: (800) 696-8629**

Guide to Filing Petitions Through EDDS

How do I start my case?

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**.

For most Family Courts, you can submit your petition in person, online through the Electronic Document Delivery System (EDDS) or New York State Courts Electronic Filing (NYSCEF), or by mail. If you are not sure which method you can use, contact the Family Court directly.

What is the Electronic Document Delivery System (EDDS)?

The **Electronic Document Delivery System (EDDS)** is a website to submit petitions, motions, and other documents related to your case. 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>

Please Note: 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 a specific type of file called "PDF."

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.

First, you can try to save your file as a PDF. After opening the file on your computer or device, click "Save As." Type in a "File name." Then select "PDF" from the "Save as type:" drop-down menu. If you do not see PDF in this menu, you can also try the following:

- Convert a **Word document** to a PDF for free on the Adobe website. Go to this website: <https://www.adobe.com/acrobat/online/word-to-pdf.html>
- Convert an **image or photo** to a PDF for free on the Adobe website. Go to this 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.

Need more help? Family Legal Care offers free legal information and advice on New York family law and court procedure.

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 other party?

Yes. After you get a court date, you must tell the respondent by giving them the papers. This is called **service**. You must give the papers to the respondent before the first hearing. The Court will give you instructions for how to serve the respondent. **Be sure to follow the Court's instructions.**

Remember: EDDS does not "serve" the other party.

For more information on service, see our guide "[Serving Court Papers](#)."

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.**

Electronic Document Delivery System (EDDS) Steps

Go to the EDDS Website:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>

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Click Family Court

New York State Unified Court System

Electronic Document Delivery System: Welcome

This site lets you electronically deliver documents to the courts that do not usually permit electronic filing. For more detailed information, view the [EDDS Rules AO/253/2022](#), the [EDDS FAQ](#) page, or the [EDDS User Manual](#).

To send documents, please select the court from the drop-down menu, then follow the screens for additional directions. For information about which legal matters are handled by the various courts of New York State, visit [Which court should I go to?](#)

To begin, select the court you want to send your documents to from the drop-down menu below.

Select Court
Family Court

Please Note

1. A document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk web page) that the document has been accepted for filing.
2. Documents sent via EDDS do not constitute service upon any other party. However, if the document is required to be served it must include a proof of service.
3. EDDS should NOT be used for the delivery of emergency applications except in a Family Court that has been authorized to receive such applications via EDDS, or in a Court where the Judge directs the use of EDDS for that purpose. For more information on filing such applications please contact the court directly. To find contact information for a court go to <https://www.nycourts.gov/courts/>

Need more help? Family Legal Care offers free legal information and advice on New York family law and court procedure.

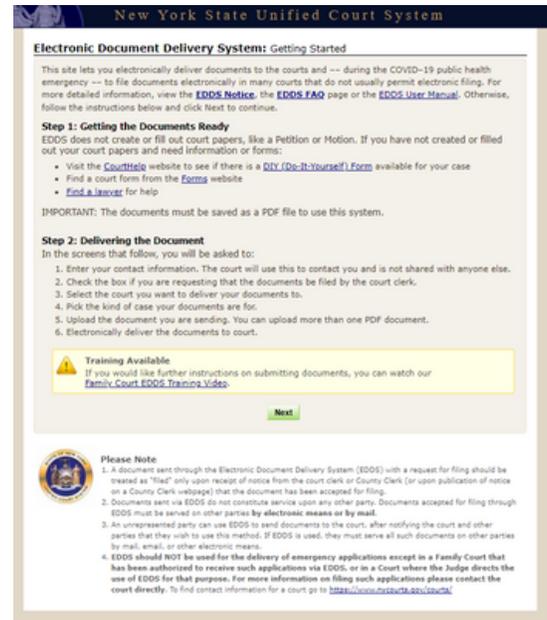
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Visit: familylegalcare.org

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Read the instructions then

Click **Next**



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- (1) Type your first name and last name
- (2) Check "I do not have a lawyer"
- (3) Type your phone number
- (4) Type your email address
- (5) Party You Are Representing
Type your name
- (6) Party Role
Type "Petitioner"
- (7) Case Number
Type the CSMS or Docket number
If you do not have a case number, write "N/A"
- (8) Case Title
Type "Your Name vs. Respondent's 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**



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Select the Family Court in the County where you are filing

Click **Next**

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Choose the kind of case. Note that the list below may vary depending on the court. Some courts limit the types of cases that use EDDS.

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**

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Document Type

Select "Petition"*

Submit your petition by selecting **Choose File**

Click **Next**

*Please note: If you are filing something other than a petition, you will need to choose the right document type.

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 want to file
- (3) Write down the **Document ID**
- (4) Read the acknowledgments
- (5) Click "I acknowledge [...]"

There should be \$0 filing fees.

Click [Send Documents](#)

New York State Unified Court System

Electronic Document Delivery System: Review Your Information

Review your contact information and the documents ready to be sent.

1. To change your contact information, click the "Change My Information" link below.
2. To change the court, case type, or documents, you MUST click cancel and start over.
3. If all your information is correct, click the button below to send the documents listed above.

Court: **Brexa County Family Court (EDDS)**
 Case Type: **Custody/Visitation And Guardianship**
 Document(s) ID: **8VXDFW**

Your Information

Name: **Blythe Heathorne**
 Email Address: **BlytheHeathorne@fionline.org**
 Phone: **646-480-5197**
 Represented Party: **Blythe Heathorne**
 Party Role: **Petitioner**
 Case Number: **85**
 Case Title: **Blythe Heathorne v. Sam Ingram**
 Reason for Sending Document: **Text**
 Filing: **I would like my document(s) to be filed**
 Representation: **I do not have a lawyer**

[Change My Information](#)

Documents Ready to be Sent

To use a document, click the Document Type link	Fees
Documents	\$0.00
8VXDFW:	Total Fees \$0.00

Acknowledgment

I acknowledge that I have read and that I agree and understand the following:

1. Any document sent through the Electronic Document Delivery System (EDDS) with a request for filing should be treated as "filed" only upon receipt of notice from the court clerk or County Clerk (or upon publication of notice on a County Clerk envelope) that the document has been accepted for filing.
2. Sending a document through the EDDS does not constitute service upon any other party. By order of the Chief Administrative Judge, documents accepted for filing through EDDS must be served on other parties by electronic means or by mail.
3. If I am an unrepresented party (that is, I don't have an attorney representing me in this case), I understand that I can use EDDS to send documents to the court, so long as I inform the court and other parties that I wish to use this method. I understand that, if I use EDDS, I must serve all such documents on other parties by mail, email, or other electronic means.
4. EDDS should NOT be used for the delivery of emergency applications except for the following:
 - a. In a Family Court that has been authorized to receive such applications delivered via EDDS. (If authorized in a court, a specific matter/case type or document will be available on that court's drop-down menu.)
 - b. In a court where the judge specifically directs the use of EDDS for that purpose.

[Cancel](#) [Send Documents](#)