

**Electronic Document Delivery System (EDDS):**  
A Resource Guide by the Domestic Violence Project of the  
Urban Justice Center

**What is EDDS?** EDDS is being used by NYC Family Court as a way for people to transmit documents to the court. This is NOT a filing system, it is only a way to submit documents. It is similar to sending documents to the court by email, you can email the paperwork but someone on the other end still needs to review the documents and file the documents. If you are submitting documents for a type of case the court is accepting, a clerk will review the paperwork and then file the paperwork after receiving it in the EDDS system.

**Why did the court switch to EDDS?** The court switched to EEDS because it is more secure than email. If you do not have a lawyer though, you can still submit documents to the court via email at [NYFCApplications@nycourts.gov](mailto:NYFCApplications@nycourts.gov). Make sure in the subject line you list the borough so that the email gets sent to the right person.

**EDDS is asking me for my lawyer's information but I don't have a lawyer, what do I do?** Right next to the field is a box you can check off if you don't have a lawyer. You then don't need to fill out the lawyer box.

**Why is EDDS asking for my phone number and email address?** The court is asking for your phone number and email address so they can contact you. Email is particularly important because you will receive a confirmation email at the end of this process so that you know that your document was submitted.

**I don't have a lawyer, what do you I put in the "Party You are Representing" field?** You put your name in that box

**What do I put in the "Party Role?"** If you are filing a new case, you would be the Petitioner. If someone filed a case against you, you are the Respondent.

**EDDS is asking me for a case number but I don't have one, what do you I say?** You would put N/A in that field

**I have an existing case, where would I find the case number?** You would look at the top right hand corner of the petition or the order. You can list either the file number or the docket number in this field.

**How do I know what the case name is?** If you already have a case pending, check the documents you have to find the case name. Usually the case name is the Petitioner's Name vs. Respondent's Name. For example, if John Doe filed a petition against Jane Doe, the title of the case would John Doe vs. Jane Doe.

**What do I put as the reason for submitting the document?** Use this box to give the court more information about why you are filing this case. It helps the clerks on the other end decide what to do about the document you are submitting.

**Do I need to check the box at the bottom asking for the document to be filed?** You can check off the box but it is ok if you don't. Because EDDS is a document submission system, the clerks are going to make the decision whether or not the document gets filed regardless of whether or not you check off the box.

Then you click next.

**What court do I select?** If there is a case pending already, you select the borough where the case is being heard. If this is a new case, select the borough where you want the case to be heard.

Then click next.

**How do I know what the case type is?** Try your best to match the case type with your situation. If there is an existing case, look at your paperwork to help you determine what type of case it is.

**How do I know what the document type is?** Again, try to match the document to the choices as best you can. You can look at the document you are filing to see if that document tells you what the document is. For example, if the document says Family Offense Petition, the document type is petition.

**What format does the document need to be in?** Documents must be submitted as PDFs.

Then click next. If there is a problem, you will get an error message. You won't be able to proceed until you fix the problem.

There will be one more page, you have the ability to review all your information.

**What do I do if my information is wrong?** You hit change my information, this button is at the bottom of the top grey box.

If everything is ok, you MUST hit "send document" at the bottom. If you do not do this, your document will NOT be sent to the court. You should receive a confirmation email from the court confirming that the document was received. If you do not get this confirmation email, that might mean that the document was not received by the court. It might take a little while to get the confirmation email but if you don't get it at all, that probably means there was a problem with the submission and the court did not get the document.



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