



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

NOTICE TO THE BAR

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Chief Judge

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Clerk of Court

Dated:
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Contact:
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Amended ECF Rules

The United States District Court for the Southern District of New York announces amendments to the Court's Electronic Case Filing (ECF) Rules, effective February 2, 2026. The most significant amendments concern sealed filings (section 6) and applications for emergency relief (Rule 13.19). The amended Rules include, but are not limited to:

6.4 Must all Motions/Letter Motions to Seal or Redact be electronically filed in ECF?

Revised to clarify sealed filing through ECF is only permitted in civil and miscellaneous cases.

6.7 How is service of sealed documents accomplished?

New rule 6.7 has been added to note the need to serve sealed filings outside the ECF system. (See also Rule 19.2.)

6.9 What are Viewing Levels, and how can I limit access to a proposed sealed document filed on ECF?

Deleted, as the ability to select a viewing level and a corresponding level of remote access is no longer available in ECF. Sealed filings on ECF are now viewable only by court users.

6.14 How do I electronically file a new civil case under seal?

Edited to separate information regarding filing of a redacted complaint in an otherwise publicly accessible case into a new Rule 6.15.

13.1 May letters be filed electronically?

Revised to remove “Motion to Change Attorney Name on Roll.” This SDNY filing event is no longer necessary as name change requests are now processed through PACER.

13.3 How are exhibits filed?

Revised to clarify audio and video files may not be filed through ECF.

13.19 How do I file an application for emergency relief?

Revised to clarify procedures for filing an application for emergency relief and note the importance of contacting the Part 1 Judge regarding an emergency application filed after hours.

14.9 Am I required to deliver other documents to my adversary?

Deleted, as plaintiffs are no longer required to deliver a copy of the assigned judge’s individual practices when serving a summons and complaint, due to the availability of [Individual Practices](#) on-line.

20.3 How do I file a Notice of Appearance in an ECF case?

Revised to add a reference to the new Pro Bono Notice of Appearance filing event.

20.11 Where can I learn more about resignation from the S.D.N.Y. bar?

New Rule 20.11 has been added to alert filers to the process for filing a letter of resignation through the ECF system.

23.4 Is there a limit to the size of a document that can be filed on ECF?

Revised to reflect an increase in the permissible size of an individual PDF to 15 mb.

The amended ECF Rules are available at <https://nysd.uscourts.gov/rules/ecf-related-instructions>.

Questions may be directed to the Help Desk during business hours at helpdesk@nysd.uscourts.gov.

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