

QUEENS FAMILY COURT ATTORNEY FILINGS

Electronic Summons Retrieval (ESR)

I. OBTAIN DOCKET NO. & NEXT APPEARANCE DATE:

- Access E-Courts - "Web Family"
- Select Search Method (EITHER 1 OR 2 BELOW);

(1) File No. (If known)

- Select "Queens Family" from drop down menu
- Input File No.
- Click "Show Future Appearances"
- Search Results Returns: "Docket Number" & "Future Appearance Date"
- Select File & Print from top right hand corner (*Printed information necessary to generate summons*)

(2) Attorney/Firm Search

- Input Attorney Information & click "Simple Search for Attorney....."
- Select "Queens Family" from drop down menu @ bottom of screen
- Click Attorney's Name as indicated in blue @ bottom of screen
- Search Results Returns: "Docket Number" & "Future Appearance Date"
- Select File & Print from top right hand corner (*Printed information necessary to generate summons*)

II. GENERATE COURT SUMMONS (remain in E-Courts)

- Select Resources (Left hand column)
- Select Family Court Forms
- Select "General"
- Select wpd format of applicable Summons - "GF-2, GF-7 or GF-7A"
- Select Save, Click Open
- Editable version of court summons opens
- Type required information on Summons inputting court date & Docket No. as obtained from E-courts.

E-Courts Website: <https://iapps.courts.state.ny.us/webcivil/ecourtsMain>

*If you are unable to retrieve the "Docket Number" and "Future Appearance Date" after 5 days from the date of submission of your filing, please email: queensfamilycourt@nycourts.gov.