

Virtual Evidence Courtroom Instructions

The Virtual Evidence Courtroom (VEC) has been created to allow for the submission of evidence electronically in NYSCEF cases. Currently, the VEC functionality is available solely in Supreme Civil Court and only to parties participating in NYSCEF. Evidence/documents submitted electronically via VEC, must be in PDF/A format and may not exceed 100 megabytes in size.

How to create a Virtual Evidence Courtroom:

Log into NYSCEF. Click on case search to enter in the index number of the case in the case search field. The Judge or court user with permission can also search via *My Court's Cases* link.

Case Search

 [Help](#)

Case Identifier

Name

Tax Cert/SCAR

New Cases

Case Identifier Type
☒ Full Case Number ☐ Attorney File Number ☐ 3rd Party Index Number

Case Number
 [How do I enter my Case Number?](#)

OR

Local Civil Courts ONLY
Enter at least the index number and year to find results, or select case type and court type for an exact match.
Index Number
 - - /

OR

If you don't know the format of the case number you are trying to search, you can enter the case number separately from the year. The year is optional.
Case Number **Year**

Click on the index number to bring you to the document list.

Sort By:

Case # Received Date	eFiling Status Case Status	Caption	Court Case Type	Action
999999/2022 01/03/2022	Partial Participation Recorded Pre-RJI	Thomas Edison v. Virginia Edison	New York County Supreme Court Matrimonial - Contested	File

Once on the document list you will click on the case detail tab.

[<< Return to Search Results](#)

999999/2022 - New York County Supreme Court

[? Help](#)

Short Caption:
Case Type: **Matrimonial - Contested**
Case Status: **Pre-RJI**
eFiling Status: [Partial Participation Recorded](#)
Assigned Judge: **Test Judge**

[E-mail Participating Parties](#) [File Court Notice](#) [Edit Case](#) [Add Comment](#) [Add Hearing](#)

Document List

Case Detail

[Print Document List](#) [File Document to this Case](#)

Narrow By Options

Document Type: Filed By:

Motion Info: Filed Date: thru

Document Number:

[Display Document List with Motion Folders](#)

Sort By:

#	Document	Filed By	Status
1	STIPULATION AND CONSENT TO EFILING	Court User Filed: 01/03/2022 Received: 01/03/2022	Processed Confirmation Notice

Click "Add Hearing" to enter hearing information. Both links will bring you to the same screen.

999999/2022 - New York County Supreme Court

[? Help](#)

Short Caption: **Thomas Edison v. Virginia Edison**

Case Type: **Matrimonial - Contested**

Case Status: **Pre-RJI**

eFiling Status: [Partial Participation Recorded](#)

Assigned Judge: **Test Judge**

[E-mail Participating Parties](#)

[File Court Notice](#)

[Edit Case](#)

[Add Comment](#)

[Add Hearing](#)

Document List

Case Detail

[Edit Caption and Parties](#)

[Confirmation Notice](#)

[Add Hearing](#)

Full Caption

Thomas Edison v. Virginia Edison

Plaintiffs/Petitioners

Name	Consented By
Thomas Edison	Training, Training on 01/03/2022 FIRM NAME HERE

Defendants/Respondents

Name	Consented By
Virginia Edison	<i>none recorded</i>

Select the date of the hearing or trial by clicking on the small calendar icon to the right of the field. Next, enter a description/nature of hearing or trial. For example, if you were scheduling a custody trial you will enter "Custody Trial" in the *Hearing Type* field. Once you have entered a hearing date and hearing type click on the green "Create" button.

999999/2022 - New York County Supreme Court

Short Caption: **Thomas Edison v. Virginia Edison**
Case Type: **Matrimonial - Contested**
Assigned Judge: **Judge, Test**

Add Hearing

Hearing Date (mm/dd/yyyy) *



Hearing Type *

Comment

Cancel

Create

Existing Hearings

After Clicking "Create" the system will create a new tab displayed as "Evidence" which will be visible to authorized court users and participating parties. This tab will not be visible to the public. Through this tab you will be able to access all documents in the Virtual Evidence Courtroom. (See details below).

Short Caption: **Thomas Edison v. Virginia Edison**Case Type: **Matrimonial - Contested**Case Status: **Pre-RJI**eFiling Status: [Partial Participation Recorded](#)Assigned Judge: **Test Judge** [E-mail Participating Parties](#) [File Court Notice](#) [Edit Case](#) [Add Comment](#) [Add Hearing](#)

Document List

Case Detail

Evidence [Edit Caption and Parties](#)[Confirmation Notice](#)[Add Hearing](#)**Full Caption**

Thomas Edison v. Virginia Edison

Plaintiffs/Petitioners

Name	Consented By
Thomas Edison	Training, Training on 01/03/2022 FIRM NAME HERE

Defendants/Respondents

Name	Consented By
Virginia Edison	<i>none recorded</i>

In addition to creating the evidence tab, the system will automatically send an e-mail notification to all participating parties in the case informing them that a Virtual Evidence Courtroom has been created.

The email will include the Hearing Type and date as well as the VEC # which is automatically assigned.

See a copy of the e-mail below.



New York County Supreme Court Hearing Created 03/31/2021 11:10 AM

On 03/31/2021 11:10 AM, a Virtual Evidence Courtroom (VEC) has been created for the case below.

To send a document to a Virtual Evidence Courtroom

1. Log into the NYSCEF System
2. Click the Send Evidence link that is under the File Documents section.

Case Information

Index #: **999998/2021**

Caption: **Jane Doe v. John Doe**

eFiling Status: **Partial Participation Recorded**

Assigned Case Judge: **Test Judge**

Hearing Information

Virtual Evidence Courtroom: **1**

Hearing Type: **Custody Trial**

Hearing Date: **04/28/2021**

E-mail Notifications Sent

Name
Resource Center

Each hearing/trial is automatically assigned a unique virtual evidence courtroom number. If the hearing or trial continues to another day, then the same virtual evidence courtroom number will be used.

If an additional/different type of hearing or trial is held in the same case, it will be assigned a different virtual evidence courtroom number - once it is created. For example, an evidentiary hearing on a pendente lite would be in one virtual evidence courtroom while the actual trial a few months later would be in a different virtual evidence courtroom.

Once the attorney receives the e-mail stating that a VEC has been created, they can begin to submit proposed evidence/documents electronically.

To process proposed evidence/documents that have been submitted for review in any VEC - you will first need to log into your NYSCEF account and go to the document list for the case. Click on the Evidence tab at the top of the document list and select the Virtual Evidence Courtroom (VEC) that you wish to review the documents in.

To Select the Virtual Evidence Courtroom click on the green *Go to Evidence Room* button to view the documents that have been submitted for review.

999999/2022 - New York County Supreme Court

Short Caption: **Thomas Edison v. Virginia Edison**

Case Type: **Matrimonial - Contested**


Case Status: **Pre-RJI**

eFiling Status: [Partial Participation Recorded](#)

Assigned Judge: **Test Judge**

 [E-mail Participating Parties](#)

 [File Court Notice](#)

 [Edit Case](#)

 [Add Comment](#)

 [Add Hearing](#)

Document List

Case Detail

Evidence

Select a hearing to view the evidence documents received.

Hearing:

- ▼
- VEC 1 - Custody Trial - 01/24/2022
 - VEC 2 - Custody Trial 2 - 01/25/2022

[Go to Evidence Room](#)

[Add New Hearing](#)

This screen below displays the Virtual Evidence Courtroom number, hearing type, and hearing date. This shows that a VEC 1 (Virtual Evidence Courtroom 1) was created for the submission of proposed evidence/documents electronically for the Custody Trial with a scheduled date of 1/24/2022. (See red box)

You will find useful functionality that will enable you to narrow and sort documents by various options. For example, to bring up document 1-3 enter 3 in the document # field and click narrow evidence list. (see orange box)

Documents are sequentially numbered in each Virtual Evidence Courtroom. The first number indicates the Virtual Evidence Courtroom and the second number indicates the document number - in this example 1-1 indicates Virtual Evidence Courtroom 1 and document number 1. (see blue box)

Hearing: VEC 1 - Custody Trial - 01/24/2022 Go to Evidence Room Add New Hearing

Virtual Evidence Courtroom: 1
Hearing Type: Custody Trial
Hearing Date: 01/24/2022 [Edit Hearing Details](#)

Narrow By Options
Document #: 1-
Document Type:
Document Group:
Document Sent By:
Document Status: ☐ Admitted ☐ Pending ☐ Returned ☐ Purged Narrow Evidence List Clear

VEC 1 Documents - [Print Document List](#) **Sort By:** Received Date Sort

Doc #	Document	Exhibit	Received By	Status	Action
1-1	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/03/2022	Pending	Mark for ID Admit Return
1-2	PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE Plaintiff's Exhibit 2 <i>Parties: Edison, Thomas</i>	2	Training, T. 01/03/2022	Pending	Mark for ID Admit Return
1-3	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 3 <i>Parties: Edison, Thomas</i>	3	Training, T. 01/03/2022	Pending	Mark for ID Admit Return

In the screenshot below you will find information from the sender with a link to the PDF image of the document. (red arrow) If the Judge decides to mark the document for identification, click the “Mark for ID” button. (red box) If the Judge decides to admit the document, click the green “Admit” button. (black box) If you wish to return the document for correction to the submitter click the “return” button. (orange box)

VEC 1 Documents - Print Document List						Sort By: Received Date Sort
Doc #	Document	Exhibit	Received By	Status	Action	
1-1	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/03/2022	Pending	<div>Mark for ID</div> <div>Admit</div> <div>Return</div>	
1-2	PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE Plaintiff's Exhibit 2 <i>Parties: Edison, Thomas</i>	2	Training, T. 01/03/2022	Pending	<div>Mark for ID</div> <div>Admit</div> <div>Return</div>	
1-3	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 3 <i>Parties: Edison, Thomas</i>	3	Training, T. 01/03/2022	Pending	<div>Mark for ID</div> <div>Admit</div> <div>Return</div>	
1-4	PLAINTIFF'S PROPOSED EXHIBIT LIST <i>Parties: Edison, Thomas</i>		Training, T. 01/03/2022	Pending	<div>Mark for ID</div> <div>Admit</div> <div>Return</div>	

Marking the document for identification will simply change the status of the document from pending to “marked for identification” to indicate the document has been identified. Admitting a document will change the status of the document to “admitted” and change the document type name. In the example below, an attorney submitted three plaintiff’s exhibits for identification. Doc. #3-2 was admitted. Once it was admitted the document type changed to “Plaintiff’s Exhibit Admitted Into Evidence.” Returning a document will remove the hyperlink to the document and change the status of the document to “returned.” See the screenshot below.

VEC 3 Documents - [Print Document List](#) Sort By: Received Date Sort

Doc #	Document	Exhibit	Received By	Status	Action
3-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/04/2022	Marked for Identification	<div>Admit</div> <div>Return</div> <div>Revert to Pending</div>
3-2	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 2 <i>Parties: Edison, Thomas</i>	2	Training, T. 01/04/2022	ADMITTED 01/04/2022	<div>Mark for ID</div> <div>Return</div> <div>Revert to Pending</div>
3-3	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 3 <i>Parties: Edison, Thomas</i>	3	Training, T. 01/04/2022	Returned	<div>Mark for ID</div> <div>Admit</div> <div>Revert to Pending</div>

If a document is marked for identification or admitted in error you will also have the functionality to revert the document back to pending.

Doc #	Document	Exhibit	Received By	Status	Action
1-1	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/03/2022	Marked for Identification	<div>Admit</div> <div>Return</div> <div>Revert to Pending</div>



If you click on “return” you will be brought to the screen below where you will need to include a detailed comment explaining the correction that is required to be made and then click on return document. An e-mail will be sent to the filer with the comment displayed. However, unlike the returned for correction functionality in NYSCEF, a re-file document link is not provided to the filer. The filer will need to submit the document as a new filing into the virtual evidence courtroom.

Review Evidence Document

Hearing Date: **01/24/2022**

Hearing Type: **Custody Trial**

Virtual Evidence Courtroom: **1**

Doc #: **1-2**

Document Type: **PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE**

Document Description: **Plaintiff's Exhibit 2**

Exhibit Number/Letter: **2**

Received From: **Training Training**

Received Date: **01/03/2022 10:37:38 AM**

Document Status: ***** Pending *****

NOTE: If admitting this document, the document type selected below will be what is displayed as admitted, unless a different document type is selected.

Document Type

Document Description

Exhibit Number/Letter

Comment (Required if purging or returning a document)

[Return Document](#)

[Cancel](#)

If you wish to purge a document so that it's removed from the virtual evidence courtroom you will click on the hyperlink of the document number. Below is a screenshot of the hyperlink. (see red arrow)

The judge's permission is required to purge a document and you will need to include a comment.

Important: When a document is purged the pdf is unrecoverable, even by a Judge or court user, but a record of its existence will remain.

VEC 1 Documents - Print Document List					Sort By: Received Date Sort
Doc #	Document	Exhibit	Received By	Status	Action
1-1	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/03/2022	Marked for Identification	<input type="button" value="Admit"/> <input type="button" value="Return"/> <input type="button" value="Revert to Pending"/>
1-2	PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE Plaintiff's Exhibit 2 <i>Parties: Edison, Thomas</i>	2	Training, T. 01/03/2022	Pending	<input type="button" value="Mark for ID"/> <input type="button" value="Admit"/> <input type="button" value="Return"/>
1-3	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 3 <i>Parties: Edison, Thomas</i>	3	Training, T. 01/03/2022	Pending	<input type="button" value="Mark for ID"/> <input type="button" value="Admit"/> <input type="button" value="Return"/>

After clicking the hyperlink above you will be brought to the screen below where you will provide a comment and click on “purge with judge permission.”

Review Evidence Document

Hearing Date: **01/24/2022**
Hearing Type: **Custody Trial**
Virtual Evidence Courtroom: **1**

Doc #: **1-2**
Document Type: **[PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE](#)**
Document Description: **Plaintiff's Exhibit 2**
Exhibit Number/Letter: **2**
Received From: **Training Training**
Received Date: **01/03/2022 10:37:38 AM**
Document Status: ***** Pending *****

NOTE: If admitting this document, the document type selected below will be what is displayed as admitted, unless a different document type is selected.

Document Type

Document Description

Exhibit Number/Letter

Comment (Required if purging or returning a document)

You also have the ability to narrow the list of documents by document #, document type, document group, document sent by, and document status. (see red box)

If you click on print document list (green box) without narrowing by any of the options it will display a complete list of documents submitted into the VEC.

If you do narrow by one of the options and then click print document list it will print the list of documents based on the narrow by option(s) selected.

There is also the ability to sort the list by received date, received from, document type, and status. (blue box)

Virtual Evidence Courtroom: 3 [Edit Hearing Details](#)
Hearing Type: Custody Trial
Hearing Date: 01/18/2022

Narrow By Options
Document #: 3-
Document Type:
Document Group:
Document Sent By:
Document Status: ☐ Admitted ☐ Pending ☐ Returned ☐ Purged [Narrow Evidence List](#) [Clear](#)

VEC 3 Documents [Print Document List](#) **Sort By:** Received Date

Doc #	Document	Exhibit	Received By	Status	Action
3-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1 <i>Parties: Edison, Thomas</i>	1	Training, T. 01/04/2022	Pending	Mark for ID Admit Return
3-2	PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE Plaintiff's Exhibit 2 <i>Parties: Edison, Thomas</i>	2	Training, T. 01/04/2022	Pending	Mark for ID Admit Return
3-3	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 3 <i>Parties: Edison, Thomas</i>	3	Training, T. 01/04/2022	Pending	Mark for ID Admit Return

For further assistance please contact the NYSCEF Resource Center by email at NYSCEF@nycourts.gov