



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

*Office of the Clerk of Court*

RUBY J. KRAJICK  
*Clerk of Court*

LORETTA A. PRESKA  
*Chief Judge*

**COURT NOTICE TO THE BAR**

January 13, 2012

**CONTACT**

Clerk of Court, 212-805-0136

**Social Security Administration Appeals To Contain Electronic Certified Administrative Record (e-CAR) in Southern District's CM/ECF System**

As of February 1, 2012, parties who appeal a Social Security Administration (SSA) decision to the Southern District of New York (SDNY) will be able to access the case's administrative record through the SDNY's CM/ECF system. This record is known as an e-CAR, the SSA's electronic Certified Administrative Record.

After an appeal is filed and the SSA is served with papers, the SSA will send the U.S. Attorney's Office a CD-ROM containing the electronic administrative record; the U.S. Attorney's Office is then responsible for uploading the record onto ECF. Because the administrative record may contain sensitive or private information (such as social security numbers), only parties to the case will be able to access this information—the records are not available to the general public.

The e-CAR file contains the following information:

- Certification Page
- Court Transcript Index
- Documents Related to Administrative Process (including the ALJ decision and transcript of the oral hearing, if applicable)
- Payment Documents and Decisions
- Jurisdictional Documents and Notices
- Non-Disability Related Development
- Disability Related Development
- Medical Records

The new system is expected to enhance litigants' security and privacy by eliminating the paper records that may inadvertently be reviewed by a non-party to the case. Several other jurisdictions have already instituted electronic filing of SSA administrative records, and some jurisdictions require it.

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