

# The Greening of our Workspaces

■

ALLUNY Conference

10/2/2010

Pete Nowacki



# Outline

- Local, regional, and statewide green initiatives
- Electronic Signatures
- Equipment.....
- Just Say No! To paper and postage
- Online decisions
- Question and Answer

# Local/Statewide Green Initiatives

- Electronic distribution and storage of docs
  - Including decisions
  - Single-space documents
- Electronic signatures
- Equipment needs/elimination
- Elimination of paper and postage wherever possible.



# Electronic Storage and Distribution

- Electronic Filing of Documents
  - ▶ County Clerks Office
    - Broome, Cortland, Otsego, others across the state
- Creation of Chambers email resources
  - Taitjsc@nycourts.gov
  - Can receive faxes at the same address
- Email attorneys, litigants, court staff, etc.
  - ▶ Most of them love it, you just have to ask and get emails
- Remote Access
  - Web access to email
  - VPN Access
  - Cell phone/blackberry access to data

# Electronic Signatures

- Signed and scanned version
  - ▶ Simply print out a document, sign it and scan it back in.
    - Do we really need a blue pen signature?
- Typed version
  - ▶ Where you want a signature in WordPerfect, we can create a stamp or just put in your name and “d.s.” after it to indicate a digital signature
- Adobe Acrobat version
  - ▶ If you have full version of Adobe, you can electronically sign it from the application.

# Equipment Needs/Removals

- Removal of personal printers and scanners
  - ▶ Utilize network copiers for printing and scanning needs
- Removal of fax machines
  - ▶ You can send and receive faxes from email systems.
- Addition of multiple monitors as available
  - ▶ Allows you to see 2 or more documents on the screen at a time.
  - ▶ Eliminates the need to print documents to transfer to other documents (i.e. Westlaw to WP)

# Elimination of paper and postage wherever possible

- Think before you print!
  - ▶ 3.5 cents a page (printers should be labeled)
  - ▶ "Please consider the environment before printing this e-mail." Email signatures
- Use recycled paper whenever possible
  - ▶ Backsides/double-sided printouts
- Default to Adobe PDF Printer
- Always ask for an email address before mailing documents
- Use electronic letterhead and avoid thicker "fancy" paper.
- Instant message is your friend

# Decision Submission

Does the court system have a  
Repository of files?



- Upload you files:(\* .pdf or WordPerfect)
  - ▶ <http://apps.court.net.org/wpconverter/DecisionsWordPerfectUpload>
  
- Search for other files:
  - ▶ <http://www.nycourts.gov/decisions/index.shtml>
  - ▶ Can find a link off court system's home page under E-Courts.

# Questions/Comments/Discussion?

