

# 2013 CALENDAR

## NEW YORK SUPREME COURT APPELLATE TERM - FIRST DEPARTMENT

60 Centre Street–Room 401, New York, N.Y. 10007 | (646) 386-3040

Term	Court Days	LAST DAY TO FILE		
		Appellants' Briefs Record on Appeal Notice of Argument	Respondents' Briefs	Appellants' Reply Briefs
JANUARY	Jan. 7-14	Nov. 14	Dec. 5	Dec. 13
FEBRUARY	Feb. 4-11	Dec. 12	Jan. 3	Jan. 10
MARCH	Mar. 4-11	Jan. 9	Jan. 30	Feb. 7
APRIL	Apr. 3-10	Feb. 5	Feb. 27	Mar. 7
MAY	May 6-13	Mar. 13	Apr. 4	Apr. 11
JUNE	June 3-10	Apr. 9	May 1	May 9
SEPTEMBER	Sept. 4-11	July 9	July 31	Aug. 8
OCTOBER	Oct. 7-15	Aug. 7	Aug. 28	Sept. 9
NOVEMBER	Nov. 4-12	Sept. 10	Oct. 2	Oct. 10
DECEMBER	Dec. 2-9	Oct. 9	Oct. 30	Nov. 7

The argument calendar will be published in the *New York Law Journal* approximately 10 days before the first day of each term. No more than 15 minutes is allowed to each side for oral argument



229 West 36<sup>th</sup> Street, 8<sup>th</sup> Floor, New York, NY 10018  
124 Court Street, 2<sup>nd</sup> Floor White Plains, NY 10601  
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[Convenient checklist on page 3...](#)

# 2014 CALENDAR

## NEW YORK SUPREME COURT APPELLATE TERM - FIRST DEPARTMENT

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# FILING CHECKLIST | APPELLATE TERM - FIRST DEPARTMENT

## RECORD/APPENDIX:

- \_ Subpoena Record (If Filing an Appendix)
- \_ Settle All Transcripts with Sworn Testimony (No Minuscripts Allowed)
- \_ Review Record on Appeal/Appendix (Arrangement of Documents, Expiration Date, All Orders Must Be Signed)
- \_ Additional Notice of Appeal or Notice of Cross-Appeal?
- \_ Review Table of Contents (Descriptions)
- \_ Review Covers (Caption and Attorney Information)
- \_ 5531 Statement (with caption and title)
- \_ Statement of No Opinion
- \_ Signed Certification Pursuant to CPLR 2105
- \_ Clerk's Return

## APPELLANT'S BRIEF:

- \_ Signed Brief with Table of Contents
- \_ Typesize:
  - \* No less than 14 point is acceptable
  - \* Footnotes should be 12 point or larger
- \_ 1" Left, Right, Top and Bottom Margins
- \_ Avoid use of excessive bolding, underlining or italicizing
- \_ 50 Page Limit
- \_ No Addendum Allowed
- \_ Submit Brief no later than 10:00 AM on Filing Day to Ensure Prompt Filing

## ADDITIONAL REQUIREMENTS:

- \_ Personal service is required on last day to perfect appeal or file for a particular court term. Do you have a preferred method of service?
- \_ File Notice of Argument Form. See First Department Calendar for Deadline
- \_ As a Courtesy, We Automatically Track Your Oral Argument Date



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