

# 2016 CALENDAR

**NEW YORK SUPREME COURT**  
**APPELLATE DIVISION - FIRST DEPARTMENT**  
27 Madison Avenue, New York, NY 10010 | (212) 340-0400  
Calendar called Mon-Thurs, 2:00 PM; Fri. 10:00 AM

Term	Opening Day of Term	LAST DAY TO FILE			
		Record or Appendix and Appellants' Briefs with Note of Issue	Respondents' Briefs	Oral Argument Time Requests and Adjournment Stipulations	Appellants' Reply Briefs
JANUARY	Jan. 5	Nov. 9	Dec. 9	Dec. 10	Dec. 18
FEBRUARY	Feb. 2	Dec. 7	Jan. 6	Jan. 7	Jan. 15
MARCH	Mar. 1	Jan. 4	Feb. 3	Feb. 4	Feb. 11
APRIL	Mar. 29	Feb. 1	Mar. 2	Mar. 3	Mar. 11
MAY	Apr. 19	Feb. 22	Mar. 23	Mar. 24	Apr. 1
JUNE	May 17	Mar. 21	Apr. 20	Apr. 21	Apr. 29
SEPTEMBER	Sept. 6	July 11	Aug. 10	Aug. 11	Aug. 19
OCTOBER	Oct. 4	Aug. 8	Sept. 7	Sept. 8	Sept. 16
NOVEMBER	Nov. 1	Sept. 6	Oct. 5	Oct. 6	Oct. 14
DECEMBER	Nov. 29	Oct. 3	Nov. 2	Nov. 3	Nov. 10

\*600.10(f) Each endorsement of papers required by CPLR 2101(d) shall include an email address.

\*600.15(a)(5) \$315 filing fee payable by check or money order: "Appellate Division, First Department".



229 West 36th Street, 8th Floor  
New York, NY 10018  
**212.619.4949**  
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# FILING CHECKLIST | APPELLATE DIVISION - FIRST DEPARTMENT

## RECORD/APPENDIX:

- \_ Subpoena Record (If Filing an Appendix)
- \_ Settle Transcripts with Sworn Testimony (No Minuscripts)
- \_ Review Record on Appeal/Appendix (Table of Contents, Order of Documents, Expiration Date, Orders Must Be Signed)
- \_ Additional Notice of Appeal or Notice of Cross-Appeal?
- \_ Review Covers (Caption and Attorney Information)
- \_ Pre-Argument Statement or 5531 Statement
- \_ Signed Certification Pursuant to CPLR § 2105

## APPELLANT'S BRIEF:

- \_ Brief with Tables of Contents and Authorities
  - \* Native text-searchable PDF file
  - \* Hard copy with original signature
- \_ Pre-Argument Statement or 5531 Statement
- \_ Printing Specification Statement
- \_ Rule 600.10 Regarding Brief Format. Use Either:
  - \* Proportional Typeface (*i.e.*, Times Roman) 14 Point Text; 12 Point Footnotes
  - \* Non-Proportional Typeface (*i.e.*, Courier) 12 Point Text; 10 Point Footnotes
- \_ 1" Left, Right, Top and Bottom Margins
- \_ Avoid use of excessive underlining, italicizing or bullet points
- \_ No use of all capital letters or bolded text for emphasis. No charts, graphs or images
- \_ 14,000 Words and 70 Page Limit
- \_ No Addendum
- \_ Submit Brief no later than 11:00 AM on Filing Day to Ensure Prompt Filing and E-Filing

## ADDITIONAL REQUIREMENTS:

- \_ \$315.00 Filing Fee (Payable to Appellate Division–First Department)
- \_ Note of Issue
- \_ 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?
- \_ Oral Argument Time Request Form. See First Department Calendar for Deadline
- ✓ As a Courtesy, We Automatically Track Your Oral Argument Date



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