

2017 CALENDAR

NEW YORK SUPREME COURT APPELLATE TERM - FIRST DEPARTMENT

60 Centre Street, Room 401, New York, NY 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. 4, 11	Nov. 9	Dec. 1	Dec. 9
FEBRUARY	Feb. 6, 14	Dec. 14	Jan. 5	Jan. 13
MARCH	Mar. 6, 13	Jan. 11	Feb. 2	Feb. 10
APRIL	Apr. 3, 10	Feb. 8	Mar. 2	Mar. 10
MAY	May 1, 8	Mar. 8	Mar. 30	Apr. 7
JUNE	June 5, 12	Apr. 12	May 4	May 12
SEPTEMBER	Sept. 6, 13	July 12	Aug. 3	Aug. 11
OCTOBER	Oct. 2, 10	Aug. 9	Aug. 31	Sept. 8
NOVEMBER	Nov. 6, 13	Sept. 13	Oct. 4	Oct. 11
DECEMBER	Dec. 4, 11	Oct. 10	Nov. 2	Nov. 9

The argument calendar will be published in *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.



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New York, NY 10018

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FILING CHECKLIST | APPELLATE TERM - 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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