

2019 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. 3, 9	Nov. 7	Nov. 29	Dec. 7
FEBRUARY	Feb. 4, 11	Dec. 12	Jan. 4	Jan. 11
MARCH	Mar. 4, 11	Jan. 8	Jan. 30	Feb. 7
APRIL	Apr. 1, 8	Feb. 5	Feb. 27	Mar. 7
MAY	May 1, 8	Mar. 5	Mar. 28	Apr. 5
JUNE	June 3, 11	Apr. 9	May 2	May 10
SEPTEMBER	Sept. 4, 11	July 10	Aug. 1	Aug. 9
OCTOBER	Oct. 2, 8	Aug. 7	Aug. 29	Sept. 6
NOVEMBER	Nov. 4, 12	Sept. 10	Oct. 3	Oct. 11
DECEMBER	Dec. 2, 9	Oct. 7	Oct. 30	Nov. 8

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.



229 West 36th Street, 8th Floor
New York, NY 10018

212.619.4949

recordpress.com | appeals@recordpress.com

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



229 West 36th Street, 8th Floor
New York, NY 10018

212.619.4949

recordpress.com | appeals@recordpress.com