

2023 CALENDAR

NEW YORK SUPREME COURT | APPELLATE DIVISION - FIRST DEPARTMENT

27 Madison Avenue, New York, NY 10010 | (212) 340-0400
 Calendar called Monday - Thursday 2:00 PM; Friday 10:00 AM



Term	Opening Day of Term	LAST DAY TO FILE			
		Record or Appendix and Appellants' Briefs with Note of Issue	Respondents' Briefs	Adjournment Stipulations and Unavailability Letters	Appellants' Reply Briefs
January	January 3	November 7	December 7	December 8	December 16
February	January 31	December 5	January 4	January 5	January 13
March	February 28	January 3	February 1	February 2	February 10
April	March 28	January 30	March 1	March 2	March 10
May	April 18	February 21	March 22	March 23	March 31
June	May 16	March 20	April 19	April 20	April 28
September	September 5	July 10	August 9	August 10	August 18
October	October 3	August 7	September 6	September 7	September 15
November	October 31	September 5	October 4	October 5	October 13
December	November 28	October 2	November 1	November 2	November 9



| APPELLATE CONSULTING & MANAGEMENT | DOCUMENT PREPARATION
 | E-FILING | COMPLIANCE REVIEW | APPELLATE PRINTING

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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)
- Rule 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
- Rule 5531 Statement
- Printing Specification Statement
- Rule 1250.8 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 Word Limit
- Addendum limited to unpublished decisions and statutory materials
- Submit Brief no later than 11:00 AM on Filing Day to Ensure Prompt Filing and E-Filing

ADDITIONAL REQUIREMENTS:

- \$315.00 Filing Fee
- Note of Issue
- Personal service is required on last day to perfect appeal or file for a particular court term (non-NYSCEF appeals).

Do you have a preferred method of service?

As a Courtesy, We Automatically Track Your Oral Argument Date