

2024 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 2	November 6	December 6	December 7	December 15
February	January 30	December 4	January 3	January 4	January 12
March	February 27	January 2	January 31	February 1	February 9
April	March 26	January 29	February 28	February 29	March 8
May	April 16	February 20	March 20	March 21	March 29
June	May 14	March 18	April 17	April 18	April 26
September	September 3	July 8	August 7	August 8	August 16
October	October 1	August 5	September 4	September 5	September 13
November	October 29	September 3	October 2	October 3	October 11
December	November 26	September 30	October 30	October 31	November 8



| 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- Addendum limited to unpublished decisions and statutory materials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