

2018 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, 10	Nov. 8	Nov. 30	Dec. 8
FEBRUARY	Feb. 5, 13	Dec. 12	Jan. 4	Jan. 12
MARCH	Mar. 5, 12	Jan. 9	Jan. 31	Feb. 8
APRIL	Apr. 2, 9	Feb. 6	Feb. 28	Mar. 8
MAY	May 7, 14	Mar. 13	Apr. 4	Apr. 12
JUNE	June 4, 11	Apr. 10	May 2	May 10
SEPTEMBER	Sept. 5, 12	July 10	Aug. 1	Aug. 9
OCTOBER	Oct. 3, 10	Aug. 7	Aug. 29	Sept. 7
NOVEMBER	Nov. 5, 13	Sept. 6	Sept. 27	Oct. 5
DECEMBER	Dec. 3, 10	Oct. 9	Nov. 1	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.



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 All Transcripts with Sworn Testimony (No Minuscripts Allowed)
- _ Review Record on Appeal/Appendix (Arrangement of Documents, Expiration Date, All Orders Must Be Signed)
- _ Additional Notice of Appeal or Notice of Cross-Appeal?
- _ Review Table of Contents (Descriptions)
- _ Review Covers (Caption and Attorney Information)
- _ 5531 Statement (with caption and title)
- _ Statement of No Opinion
- _ Signed Certification Pursuant to CPLR 2105
- _ Clerk's Return

APPELLANT'S BRIEF:

- _ Signed Brief with Table of Contents
- _ Typesize:
 - * No less than 14 point is acceptable
 - * Footnotes should be 12 point or larger
- _ 1" Left, Right, Top and Bottom Margins
- _ Avoid use of excessive bolding, underlining or italicizing
- _ 50 Page Limit
- _ No Addendum Allowed
- _ Submit Brief no later than 10:00 AM on Filing Day to Ensure Prompt Filing

ADDITIONAL REQUIREMENTS:

- _ 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?
- _ File Notice of Argument 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
124 Court Street, 2nd Floor White Plains, NY 10601
NYC 212.619.4949 | WP: 914.265.7370
recordpress.com | appeals@recordpress.com