

Appeal Checklist

Appellate Division First Department

NOTICES OF APPEAL

ALL NOTICES OF APPEAL FOR THE FIRST DEPARTMENT MUST BE FILED IN THE COURT OF ORIGINAL INSTANCE.

1 ORIGINAL + 2 COPIES OF EACH OF THE FOLLOWING DOCUMENTS MUST BE FILED

- A Completed Pre-Argument Statement [*available at www.dickbailey.com*]
- A Notice of Appeal [*available at www.dickbailey.com*]
- A copy of the Order or Judgment Appealed From, and a copy of the Opinion or Decision, if any.
- Proof of service of 1 copy of each on each adversary
- \$65.00 filing fee
- If the Notice covers two or more Judgments or Orders attach all Judgments or Orders and the Opinions or Decisions upon which they were based.

THE NOTICE OF APPEAL MUST BE FILED WITHIN 30 DAYS FROM THE DATE THE ORDER/JUDGMENT IS SERVED WITH NOTICE OF ENTRY. IF SERVICE BY MAIL, ADD 5 DAYS.

The Appellate Division First Department does not issue a docket number.
They use the lower court index number.

The Appellant has 9 months from the date of the Notice of Appeal to perfect their Record and Brief.

*The Terms of the Appellate Division are by Court Calendar.
You can locate an updated copy of this calendar at our website.*

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