

Civil Court of the City of New York
Tribunal Civil de la Ciudad de Nueva York
County of/Condado de _____

Index Number/Expediente No. _____

Claimant(s)/Plaintiff(s)/Petitioner(s)/ **Demandante**
-against-/-**contra**-

**NOTICE OF TRANSMITTAL
OF TRANSCRIPT
NOTIFICACIÓN DE LA
TRANSMISIÓN DE LA
TRANSCRIPCIÓN**

Defendant(s)/Respondent(s)/ **Demandado**

TO:/Dirigido a: _____

The enclosed transcript is being forwarded to you, the appellee, following Section 1704
La transcripción adjunta le está siendo dirigida a usted, el apelante, de acuerdo a la Sección 1704
of the Civil Court Act together with a copy of the proposed amendments.
del Código del Tribunal Civil, junto a una copia de las enmiendas propuestas.

Within fifteen (15) days of service you shall make any proposed amendments or
objections to the transcript and ***serve them on the appellant.***

The amendments or objections are to be made by referring to the page and line number in
the transcript and specifying the change. For example, if the transcript says that the time that an
incident occurred was 3:30 P.M. when the testimony given at the trial was 2:30 P.M., label a
piece of paper ***Proposed Amendments and Objections***, list the page, the line number and the
proposed amendment.

You must return a copy of the proposed amendments to the appellant. Be sure to serve
the proposed amendments on the appellant within fifteen (15) days.

After the appellant receives the transcript he/she will set a date for settlement. At that
time the transcript and the proposed amendments will be submitted to the judge. You need not
appear in Court on that day.

Any further proceedings will take place in the Appellate Term of the Supreme Court.

Dated: _____

Signature: _____
Appellant

CIV-GP-42 (Revised 4/04)

Address: _____