

Michelle Irene Rosien, Esq.

P.O. Box 908

Philmont, New York 12565

(518) 929-3710

(518) 672-7658 telefax

Service by telefax not accepted

February 11, 2015

Cathy Williams, Chief Clerk
Clinton County Family Court
137 Margaret Street
Plattsburgh, New York 12901

**Re: *Matter of A. BB., Appellate Case #520xxx and 520yyy*
*Docket Nos. NN-00zzz-14, File No. abcde***

Dear Cathy:

I have been assigned to represent the Appellant, B.BB, in her appeal of the Decision and Order entered on [date], 2014, the Order of Fact-Finding entered on [date], 2014, the Order of Protection entered on [date], 2014 and the Order of Disposition entered on [date], 2014, in the above referenced proceeding. A copy of my Orders of Assignment is enclosed.

TRANSCRIPTS - Please send the recordings to Jacqueline Ravena, AAA Transcripts, 111 Rowland Street, Ballston Spa, New York 12020, for transcription.

I will need the transcripts of all of the Court appearances from the first proceeding in this matter - even if it predates the filing of the Petition, through the issuance of the [date of last] Order. Please send the transcripts of any conferences/Lincoln Hearings that the trial court may have held with the subject children directly to the Appellate Division and advise me of the dates of those transcripts so I can include them in the Table of Contents of the Record on Appeal. I just need to be able to point out to the Appellate Division that these transcripts exist for their review.

RECORD DOCUMENTS

I will also need a copy of all of the documents issued and/or filed with respect to the above referenced proceedings, including the Notice of Appeal. If psychological or other expert reports were issued with respect to my client and/or the children, I will need them. If any of the exhibits are still in the Court's file, I will need them also. I will need the exhibit list as soon as possible so I can determine if I need to request production of exhibits from other trial attorneys in this case. Please send the documents right away rather than waiting until the transcripts are completed as it causes a delay in perfecting the appeal if I do not have them early enough to determine if other transcripts/exhibits must be requested.

As always, thank you and Danielle for all of your assistance in these cases. I know it is a lot of work and I so appreciate how much work your office does so we can complete these appeals.

Very truly yours,

Enc.

Michelle I. Rosien