SELF-HELP CENTER

HOW TO FILE A NOTE OF ISSUE

***PLEASE NOTE: **THE PURPOSE OF THE NOTE OF ISSUE IS TO PLACE** A CASE **ON THE COURT'S TRAIL CALENDAR. AFTER IT IS FILED, THE COURT WILL ORDER A PRETRIAL CONFERENCE TO BE HELD PURSUANT TO 22 NYCRR 202.26.**

TO FILE A NOTE OF ISSUE YOU MUST SUBMIT:

1. 1 ORIGINAL NOTE PLUS, 2 COPIES EACH WITH AFFIDAVIT OF SERVICE ON ALL OTHER PARTIES TO THE CASE NOT IN DEFAULT.

2. PROOF OF PURCHASE OF RJI (UNLESS RJI PREVIOUSLY FILED).

3. NOTE OF ISSUE MUST BE FILED WITHIN 10 DAYS OF SERVICE.

4. COPY OF PROOF OF 3RD PARTY ACTION - IF APPLICABLE.

5. IF JOINT TRIAL OR CONSOLIDATION OF TWO OR MORE CASES WAS ORDERED BY THE COURT, YOU MUST SUBMIT A COPY OF THE COURT'S ORDER DIRECTING THIS.

* IF YOUR CAPTION DIFFERS FROM THE COMPUTER: PLEASE SUBMIT SUMMONS OR ORDER AMENDING SUMMONS.*

** IF YOUR TIME TO FILE A NOTE OF ISSUE HAS PASSED: SUBMIT STIPULATION SO ORDERED, OR MAKE A MOTION GRANTING LEAVE TO FILE A NOTE OF ISSUE NUNC PRO TUNC (LATE).**