



PAUL KENNY  
CHIEF CLERK

**APPELLATE TERM**  
**SUPREME COURT OF THE STATE OF NEW YORK**  
**2<sup>ND</sup>, 11<sup>TH</sup> & 13<sup>TH</sup> AND 9<sup>TH</sup> & 10<sup>TH</sup> JUDICIAL DISTRICTS**

141 LIVINGSTON STREET  
BROOKLYN, N.Y. 11201  
(347) 401-9580

**IMPORTANT INFORMATION REGARDING E-MAIL NOTIFICATION**

The Appellate Terms' case management system has begun limited e-mail notifications to the parties of an appeal. This enables the court to e-mail calendar notices, copies of decisions & orders and other notices to the parties.

Together with the court's website, which publishes decisions & orders and court calendars, the ability to e-mail this information to the parties will virtually eliminate the need for mailing such decisions and notices to the parties in the near future.

Please visit the court's website: <http://www.nycourts.gov/courts/ad2/appellateterm.shtml>. Refer to Form 12, located under the Forms and Practice Aids link and provide us with an e-mail address or addresses. You will receive immediate notice of the court's published decisions and calendars. Eventually, this will be largely mandatory, and we will no longer mail decisions and notices. The completed form can be e-mailed to us at **AT2-Signup@nycourts.gov**, faxed to 718-643-7889 or otherwise delivered to the court.

Currently, the court e-mails the following documents (list to be updated as our capability expands):

Civil 90 Day Notice (sent only to the appellant to inform them of the deadlines for filing an Appellant's Brief);

CAMP Notices (notification sent to all parties only if your appeal has been chosen for the Civil Appeals Management Program);

Oral Argument Notices (sent to all parties notifying the date when your case will be heard).

If you have any questions, please feel free to call the clerk's office at (347) 401-9580.



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**APPELLATE TERM, 2<sup>ND</sup> DEPARTMENT**  
**E-MAIL NOTIFICATION FORM**

Firm or Party Name:

Firm or Party Address:

Telephone Number:
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Fax Number (if applicable):
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<b>E-Mail Addresses:</b> (up to 5)

\_\_\_\_\_  
Authorized Signature  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**PLEASE EMAIL COMPLETED FORM TO [AT2-Signup@nycourts.gov](mailto:AT2-Signup@nycourts.gov) OR MAIL THE COMPLETED FORM TO THE APPELLATE TERM OR FAX TO 718-643-7889**

**BY SIGNING THIS FORM, THE FIRM / PERSON AUTHORIZES THE COURT TO SEND ALL FURTHER NOTICES VIA E-MAIL ONLY. IT IS *YOUR* RESPONSIBILITY TO NOTIFY THE COURT OF ANY CHANGES IN THE E-MAIL ADDRESSES PROVIDED.**