

## CONTACT INFORMATION - CLERK'S OFFICE

### Website Issues

E-mail your issues or questions regarding the website to: [ad4web@nycourts.gov](mailto:ad4web@nycourts.gov)

### General Information

Main switchboard	(585) 530-3100
Fax number	(585) 530-3247

### Assignment of Counsel

Kim K. Taylor, Esq.	(585) 530-3112
Ann Tkachyk	(585) 530-3160

### Scheduling and Calendaring of Appeals and Oral Argument

Lawrence X. Dalton, Esq.	(585) 530-3116
David A. Foster, Esq.	(585) 530-3142

### Motion Practice

**Civil motions;** petitions for writs of habeas corpus; applications for stays in civil appeals or original proceedings

Adam Oshrin, Esq.	(585) 530-3115
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**Criminal motions;** applications for stays in criminal matters

Amy M. Bogardus, Esq.	(585) 530-3111
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**Family Court motions;** applications for stays in Family Court matters; Crawford applications

Alan L. Ross, Esq.	(585) 530-3137
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## Decisions

Donalyn Schult (585) 530-3113  
Sheila Schwallie-Spoth, Esq. (585) 530-3128

Decision-orders are released two weeks after the conclusion of the term, unless otherwise ordered by the Court and are posted at 3:00 p.m. on the website maintained by the Court ([www.nycourts.gov/ad4](http://www.nycourts.gov/ad4)).

## Professional Matters

### Admission to the Bar

Lisa Sweet (585) 530-3131  
Louise Spinelli (585) 530-3125  
Alan L. Ross, Esq.  
Deputy Clerk of the Court (585) 530-3102

**Note:** forms for requesting certificates of admission in good standing may be obtained on-line ([www.nycourts.gov/ad4](http://www.nycourts.gov/ad4)).

### Attorney Disciplinary Matters

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4/19/2018