

Reports of Initial Public Offering

To report an initial public offering to the Office of Court Administration pursuant to Public Officers Law §73-a, follow these steps:

1. Review 22 NYCRR Part 154 carefully.
2. Print out, fill out, and sign the attached IPO report form (“*Report Form*”), and scan it into pdf format.
3. Encrypt the Report Form pdf with a password using Adobe Acrobat or other suitable software. Please:
 - (a) use the highest level of encryption possible – i.e., usually 128-bit AES or 256-bit AES; and
 - (b) do not password-protect the printing of the document.

4. Send the encrypted pdf as an attachment to an email directed to:
IPONotification@nycourts.gov.

As required by statute, this file will be maintained in a lockbox.

5. Contact Haydee Marrero of OCA Counsel’s Office by telephone (212-428-2150) and notify her of the document password. Filers will subsequently be notified by mail that the Report Form has been received.

If you wish to arrange for a different method of delivery of the Report Form, contact OCA Counsel John W. McConnell (212-428-2160).