

2/2024



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

PAUL KENNY
CHIEF CLERK

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

Greetings,

Attached is the court's Email Notification Form. Complete this form to receive notices and orders by email only.

It is important that you provide all the case numbers that you presently have before the court so we can update each individual record. Any future filings will automatically reflect this information you provide. You are responsible for timely notifying the court if email addresses on file need to be modified.

Please note that the email address used for filing in the digital portal is separate from this database. This Email Notification Form allows us to update our records while providing you an opportunity to add additional recipients of the court's future emails.

Completed forms should be sent to AT2-Signup@nycourts.gov.

If you have any questions, please call the clerk's office at 347-401-9580 or email the court at at2clerk@nycourts.gov.



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**APPELLATE TERM, 2ND DEPARTMENT
E-MAIL NOTIFICATION FORM**

Party Name or Firm Name:

Party Address or Firm Address:

Telephone Number:

E-Mail Addresses: (up to 5) separate addresses with a semicolon (;)

Appellate Term Case Numbers: separate numbers with a semicolon (;)

Authorized Signature

Print Name: _____

Title: _____

Date: _____

PLEASE EMAIL COMPLETED FORM TO AT2-Signup@nycourts.gov, OR MAIL THE COMPLETED FORM TO THE APPELLATE TERM

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.