



**Supreme Court of the State of New York
Appellate Division
Second Judicial Department**

RANDALL ENG
Presiding Justice

ANNE D. POPE
Administrator
Tel: (718) 923-6386
Fax: (646) 963-6633

**CIVIL APPEALS MANAGEMENT PROGRAM
MANDATORY COURT APPEARANCE**

Caption:

Case Number(s):

This mandatory conference will be held before

HON.

Location: **335 Adams Street
Suite 2401
Brooklyn, NY 11201**

Date & Time:

MUST BE PROMPT

IT IS MANDATORY THAT:

- 1) HANDLING ATTORNEY MUST ATTEND;**
- 2) MUST ATTEND WITH CLIENTS, WHICH INCLUDES REPRESENTATIVES OF INSURERS OR CORPORATIONS, WITH KNOWLEDGE OF THE FACTS AND FULL AUTHORITY TO SETTLE.**

FAILURE TO APPEAR AS REQUIRED MAY RESULT IN THE IMPOSITION OF SIGNIFICANT SANCTIONS.

NO ADJOURNMENTS WILL BE GRANTED.