

## Notice of Change of Circumstances – Responsibility of Counsel

Attorneys with causes pending in the Appellate Division, Second Department must notify the court immediately when (1) a matter or any issue therein has been settled, (2) a matter or any issue therein has been rendered moot, or (3) a cause should not be calendared because of the death of a party, bankruptcy or other appropriate event (see, 22 NYCRR 1250.2[c]). Any such notification shall be followed by an application for appropriate relief. Failure of counsel to promptly notify the court could result in the imposition of sanctions. Notice may be sent to the Clerk of the Court by facsimile transmission to (212) 419-8457, or by e-mail to [ad2clerk@nycourts.gov](mailto:ad2clerk@nycourts.gov)

## Calendaring Conflicts

Attorneys should notify the court, by letter filed at the same time as their brief, of any dates on which they will be unavailable for oral argument. Such information should be updated as new commitments arise. The court is now in the process of preparing calendars for the upcoming months. Attorneys who have requested oral argument on causes that have not yet been calendared should take the opportunity to inform the court of the dates of their unavailability during those months by reason of religious holidays, vacations, family or work commitments, etc. Such information may be sent by facsimile transmission to the attention of the court's calendar clerks at (646) 963-6460, or by e-mail to [AD2-Calendars@nycourts.gov](mailto:AD2-Calendars@nycourts.gov) **Once calendared, a cause will not be removed absent unusual circumstances** (see, 22 NYCRR 670.15[d]).