

**SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE TERMS: SECOND DEPARTMENT**

NOTICE TO THE PUBLIC & BAR

While we continue to strongly urge all court users to make all filings electronically at the locations listed below, please be advised that all filings may be made in person at the Appellate Term with no necessity for an appointment.

- Filing of briefs, records and motions may be made by uploading a digital copy, with proof of service, onto the court's digital portal, *Records, Briefs & Motions Drop Off*, found on the court's website at:
http://www.nycourts.gov/courts/AD2/Digital_Submission_AT2.shtml.
- Stipulations or requests for an extension of time to file **briefs only** may be submitted, with proof of service to AT2-ExtensionofTime@nycourts.gov.
- Applications or stipulations to withdraw an appeal may be submitted, with proof of service to AT2-Withdrawal@nycourts.gov.

**Paul Kenny, Esq.
Chief Clerk
Appellate Term, 2d Department**