

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

**NOTICE**

**HON. THOMAS P. ALIOTTA**  
Presiding Justice  
2<sup>nd</sup>, 11<sup>th</sup> & 13<sup>th</sup> Judicial Districts

**HON. THOMAS A. ADAMS**  
Presiding Justice  
9<sup>th</sup> & 10<sup>th</sup> Judicial Districts

With the permission of the Presiding Justices of the Appellate Terms, Second Department, please be advised that effective immediately, the Appellate Terms will be accepting the filing of briefs, records on appeal, motions, extension requests, withdrawal applications and other documents **via electronic means or by mail**. If for some reason, filing of a record on appeal and briefs must be done in person, a party or a representative may request permission to do so **by appointment only**, by contacting the court at (347) 401-9580 or by emailing the clerk's office at [AT2Clerk@nycourts.gov](mailto:AT2Clerk@nycourts.gov).

- 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](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](mailto:AT2-ExtensionofTime@nycourts.gov).
- Applications or stipulations to withdraw an appeal may be submitted, with proof of service to [AT2-Withdrawal@nycourts.gov](mailto:AT2-Withdrawal@nycourts.gov).

With respect to briefs (and printed records on appeal where applicable) previously filed in the court's digital portal, all required copies must now be filed pursuant to 22 NYCRR 731.7.

In the event you are experiencing a technical problem or have a question for the staff, please direct your inquiries via email to [AT2Clerk@nycourts.gov](mailto:AT2Clerk@nycourts.gov).

**PAUL KENNY, ESQ.**  
Chief Clerk

Dated: October 20, 2020