



**New York Supreme Court  
Appellate Division - First Department**

**Checklist for Appendix**

- ✓ Table of Contents – Rule 600.10(c)(4)
- ✓ Statement Pursuant to CPLR 5531 or Pre-argument Statement
- ✓ Notice of Appeal – Rule 600.10(c)(2)(i)
- ✓ Judgment or Order Appealed From – Rule 600.10(c)(2)(i)
- ✓ Memorandum Decision, if any – Rule 600.10(c)(2)(i)
- ✓ Pleadings, if their sufficiency, content or form is at issue or material – Rule 600.10(c)(2)(i)
- ✓ If appropriate: Notice of Motion or Order to Show Cause and relevant excerpts from motion papers– Rule 600.10(c)(2)(i)
- ✓ Relevant excerpts from transcript – Rule 600.10(c)(2)(ii)
- ✓ If appropriate: Findings of Fact, Conclusions of Law, Charge to Jury, Verdict – Rule 600.10(c)(2)(iii)
- ✓ If appropriate: Stipulation Settling Transcript or Affirmation of Compliance

**Please note – In the Appellate Division, First Department, per rule 600.10(c) and CPLR 5528, the Appendix should contain “such parts of the Record on Appeal as are necessary to consider the questions involved, including those parts the Appellant reasonably assumes will be relied upon by the Respondent”, including, where applicable, at least the above indicated items. Also, Attorneys proceeding on the Appendix method are required to submit to the Clerk of the Court of original instance the following: a Subpoena duces Tecum, along with two copies of the 5531 Statement or Pre-argument statement, two copies of a Statement of Attorney, and a subpoena fee. The lower court clerk will prepare a certificate listing the papers constituting the Record on Appeal or will ask for assistance in preparing the certificate.**

*Provided as a courtesy by Appellate Innovations. Please contact the Court directly for updated rules and procedures.*

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