



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

**Appendix Method**

- ✓ Cover – Rule 670.10.2(c)(2)
- ✓ Table of Contents – Rule 670.10.2(c)(2)
- ✓ Statement Pursuant to CPLR 5531 – Rule 670.10.2(c)(2)
- ✓ Notice of Appeal or Order of Transfer – Rule 670.10.2(c)(1)(i)
- ✓ Judgment or Order Appealed From – Rule 670.10.2(c)(1)(ii)
- ✓ Memorandum Decision, if any – Rule 670.10.2(c)(1)(iii)
- ✓ Pleadings, if their sufficiency, content or form is at issue or material – Rule 670.10.2(c)(1)(iv)
- ✓ If appropriate: Notice of Motion or Order to Show Cause and relevant excerpts from motion papers – Rule 670.10.2(c)(1)(v)
- ✓ Relevant excerpts from transcript – Rule 670.10.2(c)(1)(v)
- ✓ Copies of critical exhibits – Rule 670.10.2(c)(1)(vi)
- ✓ If appropriate: Stipulation Settling Transcript or Affirmation of Compliance – CPLR 5525
- ✓ Certification Pursuant to CPLR 2105 or Stipulation Pursuant to CPLR 5532 waiving certification or Certificate by clerk of the court – Rule 670.10.2(c)(1)(vii) and 670.10.2(f)

**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 the 5531 Statement and a subpoena fee. Several of the Courts of original instance require that the subpoena be “so ordered.” The lower court clerk will prepare a certificate listing the papers constituting the Record on Appeal and will thereafter forward the file to the Appellate Division, Second Department.**

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

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(646) 290-7065 / (914) 948-2240 / (516) 869-4030

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