

Supreme Court of the State of New York

Appellate Division: Second Judicial Department

INSTRUCTIONS FOR INFORMATIONAL STATEMENT – CIVIL

1. Insert the title of the action or proceeding as it appears on the summons or petition initiating the case. You need only list the first named plaintiff or petitioner and defendant or respondent.
2. Check the appropriate box for case type (e.g., a negligence action or matrimonial action would be considered a “Civil Action”; for all family court matters, check “Special Proceeding Other”). Please be sure to check “Action Commenced under CPLR 214-g” (New York Child Victims Act) if the appeal arises in such an action.
3. Check the appropriate filing type (how you are bringing the matter to this Court – as an appeal, an original matter commenced in this Court, or a request for CPLR 5704 review).
4. Check the box or boxes which describe the nature of the underlying action.
5. If you are taking an appeal, check the box of the paper appealed from (e.g., “Order”) and insert the court and county from which the appeal is taken, the date of the paper, when it was entered (if known), the name of the Judge and the index or docket number of the action or proceeding.

For “Stage”, if the paper finally determined all issues, check “Final”. If made at a preliminary stage, check “Interlocutory”; if made following the final determination, check “Post-Final”.

Check whether there was a trial and if yes, whether it was a jury or non-jury trial.

6. If there are any unperfected appeals pending in this case, check yes, indicating whether the appeals will be perfected together, and insert the Appellate Division numbers.
7. If this is an original proceeding commenced in the Appellate Division, omit items (5) and (6). Check the manner in which you are commencing the proceeding, the date the papers were filed and the statute under which you are proceeding (e.g., CPLR Article 78).
8. If this is a proceeding transferred to this Court pursuant to CPLR 7804(g), omit items (5) - (7), state the court and county where the proceeding was commenced, the Judge who issued the transfer order and the date of the order.
9. If this is a request for CPLR 5704 review, omit items (5) – (8) and insert the court and county where the ex parte order was issued, the name of the Judge who issued the order and the date of the order.



10. Describe what this case is about and list the issues you wish to raise.
11. List the names of all parties in the underlying matter in the column designated “Party Name”, utilizing one line for each party. In the column marked “Original Status”, choose the status of the party in the original court (e.g., Plaintiff or Petitioner; Defendant or Respondent). In the column captioned “Appellate Division Status”, choose the status of each party in this court (e.g., Appellant or Respondent). If the party has no status on this appeal, choose “None”.
12. List the names of the attorneys or law firms representing the parties listed in item 11 and indicate whom they represent by inserting the appropriate number on the bottom line of each section. If a party represented himself or herself, list that person’s name, address, telephone number and email address and check the box marked Pro Se.