



APPEALS DESK
NEW YORK COUNTY CLERK
60 CENTRE STREET, ROOM 141B
NEW YORK, NY 10007

Thank you for contacting the New York County Clerk.

Date: 2/10/16

Your appeal cannot be processed because:

- ___ 1. Your notice of appeal or proof of service is a **photocopy**. The court requires originals.
- ___ 2. Your notice of appeal contains an order **not entered by the county clerk**.
An order cannot be appealed from which has not first been entered by the clerk.
- ___ 3. **This is an e-Filed case**. Your appeal must be submitted entirely via NYSCEF, available at:

www.nycourts.gov/efile
- ___ 4. Your appeal lacks **proof of service**. Please submit the original to the court.
- ___ 5. Your appeal is missing a **redaction cover page**. Please fill out a redaction form for the **original notice of appeal**, and submit it along with your documents. For more information, and to download or use a fillable PDF file, visit our website:

www.nycourts.gov/forms/redaction
- ___ 6. The Notice of Appeal is missing a **Pre-Argument Statement**. This document is required by the Appellate Division under ADR Section 600.17. (Note: RADI forms are not acceptable.)
- ___ 7. There is a **\$65 fee** for each appeal. Please pay with bank check, money order, or attorney check (matching the attorney name on the appeal) payable to: **New York County Clerk**.
- ✓ 8. A **Notice of Entry** for the order must be filed **separately** with the County Clerk **before** an appeal can be accepted. File this Notice of Entry with the Law & Equity Dept. in Room 141B.
- ___ 9. Other: _____

We are sorry for any inconvenience. Please return your document(s) to the address above.

Regards,

New York County Clerk
Appeals Desk