



**SUFFOLK COUNTY
TRAFFIC AND PARKING VIOLATIONS AGENCY**

H. Lee Dennison Building
100 Veterans Memorial Highway
Hauppauge, New York 11788

CIVIL APPEAL

Within 30 days from the date of the imposition of the fine:

- Complete an **ORIGINAL** Notice of Appeal and make two (2) copies.
- Serve one copy of the Notice of Appeal upon the **Prosecution** of the S.C.T.P.V.A.
(*service must be made by someone who is NOT a party to the action and is over the age of 18*)
- Complete the Affidavit of Service
- File the **ORIGINAL** Notice of Appeal along with the Affidavit of Service with the Clerk of the S.C.T.P.V.A – the Clerk will time stamp your remaining copy and return to you upon filing.
- A Notice of Appeal must be filed within 30 days from the date of the imposition of the fine**

The pro se applicant must purchase the “Transcript” (minutes) of the court proceedings. To have a transcript produced from an electronically recorded matter, you may contact one of the transcription services listed in the accompanying attachment. Once transcription services have been retained, the transcriber **MUST** contact the Appeals Clerk at the S.C.T.P.V.A. via email at: Vanessa.LaPorte@suffolkcountyny.gov. The transcriber **MUST** include in their email: (1) Name of Motorist (2) Case Number (3) date of trial and (4) their contact information. Settlement of the minutes is governed by Uniform District Court Act §1704. A copy is attached for reference. The pro se applicant must see to it that the minutes are settled. Once the minutes are settled, the S.C.T.P.V.A. will send the entire file to the Appellate Term.

Written instructions for perfecting an appeal are available from the Appellate Term, Clerk’s Office located at 141 Livingston Street, 15th Floor, Brooklyn, New York, 11201. You may refer to the Court’s website for procedures, forms, instructions, deadlines and other information at nycourts.gov (Intermediate Appellate Courts→ Appellate Term 2nd Dept) or call the Clerk of the Court at (347) 401-9580. The pro se applicant must perfect their appeal **within 90 days after the return is received by the Appellate Term**. The Appellate Term will send a notice to the Appellant upon receipt of the return from the S.C.T.P.V.A.

McKinney's Uniform City Ct. Act § 1704

§ 1704. Settlement of case and return on appeal

Currentness

(a) When an appeal has been taken, the stenographer's original transcript of minutes must be furnished to the clerk within ten days after the fees therefor have been paid. Immediately upon receiving such minutes the clerk shall cause notice of that fact to be sent to the attorney for the appellant, or to the appellant if he or she has not appeared by attorney. Within fifteen days after receiving the transcript from the clerk, or from any other source, the appellant or the appellant's attorney shall make any proposed amendments and cause them to be served, together with a copy of the transcript, on the attorney for the respondent, or on the respondent if he or she has not appeared by attorney. Within fifteen days after such service, the respondent or the respondent's attorney shall make any proposed amendments to the transcript or objections to the proposed amendments of the appellant and cause them to be served on the appellant's attorney or on the appellant if he or she has not appeared by attorney. The appellant or his or her attorney shall then procure the case to be settled on a written notice of at least four days to the clerk and to the attorney for the respondent or to the respondent if he or she has not appeared by attorney, returnable before the judge who tried the case. The clerk must thereupon make a return to the appellate court, which must contain the summons or notice of petition, pleadings, evidence, judgment and all other necessary papers and proceedings, and have annexed thereto the opinion of the court, if any, and the notice of appeal. The judge before whom the case was tried shall within five days from the date of the submission to the court of the case on appeal, settle the case and indorse his or her settlement on the return. In lieu of the judge settling the case and indorsing his or her settlement on the return, the parties may stipulate that the transcript together with the proposed amendments, if any, and all other elements of the return are correct. The clerk must thereupon cause the return to be filed with the clerk of the appellate court. After a judge is out of office he or she may settle the case in any action or proceeding tried before him or her and may be compelled by the appellate court so to do.

(b) Where no testimony was taken and a settlement of a case is not required, the return shall be made by the clerk forthwith upon filing the notice of appeal. Such return shall contain the judgment or order appealed from and all the original papers upon which the judgment or order was rendered or made, duly authenticated by the certificate of the clerk having the custody thereof, or copies thereof duly certified by such clerk, and shall have annexed thereto the opinion of the court, if any, and the notice of appeal.

(c) Upon an appeal from an order granting or denying a motion for a new trial, upon the ground of fraud or newly discovered evidence, the stenographer's minutes of the trial shall be included in the return of the clerk and the provisions of subdivision (a) of this section shall apply to such an appeal.

SUFFOLK COUNTY TRAFFIC & PARKING VIOLATIONS AGENCY
COUNTY OF SUFFOLK : STATE OF NEW YORK

The People of the State of New York,

NOTICE OF APPEAL

- against -

Case No: _____

(fill in name) Defendant.

PLEASE TAKE NOTICE, that the above named Defendant, hereby appeals to the Appellate Term of the Supreme Court for the Ninth and Tenth Judicial Districts from the Judgment of Conviction of the Suffolk County Traffic and Parking Violations Agency, County of Suffolk, rendered by Judicial Hearing Officer

_____ on the _____ day of _____

(name of Judge)

20____, for a conviction of the Vehicle Traffic Law Sections(s): _____

Sentencing Defendant to fine(s), surcharge(s) and [] points.

The appeal is taken from each and every part thereof.

Dated: _____

(Defendant/Appellant's Signature)

Address: _____

To:

Tel No. _____

Prosecution
Suffolk County Traffic & Parking Violations Agency
100 Veterans Memorial Highway
Hauppauge, NY 11788

Clerk of the Court
Suffolk County Traffic & Parking Violations Agency
100 Veterans Memorial Highway
Hauppauge, NY 11788

SUFFOLK COUNTY TRAFFIC & PARKING VIOLATIONS AGENCY
COUNTY OF SUFFOLK : STATE OF NEW YORK

The People of the State of New York,

- against -

**AFFIDAVIT OF
SERVICE**

Case No: _____

(fill in name) Defendant.

STATE OF NEW YORK
COUNTY OF _____ ss.:

1. _____, being duly sworn, deposes and says, that
(name of person serving papers)

Deponent is NOT a party to the action, is over 18 years of age and resides at the following address:

2. On _____, 20____, I served the within Notice of Appeal upon
_____ for the Prosecution of the Suffolk County Traffic &
(name of individual served)
Parking Violations Agency at 100 Veterans Memorial Highway, Hauppauge, New York 11788 by:

(choose one)

PERSONAL SERVICE – personally delivering a true copy of the same

FIRST CLASS MAIL – by depositing a true copy of the same in a post-paid properly addressed envelope at a post office under the exclusive care and custody of the United States Postal Service within the State of New York

Dated: _____

(Signature)

Sworn to before me this _____ day

of _____, 20____

Notary Public

S.C.T.P.V.A.

APPROVED LIST OF TRANSCRIBERS

REVISED 3/19/18

DM

<p>A-ADL Transcription Services, Inc 24 Cross way Drive Deer Park, NY 11729 Contact Persons: Lisa Lugo or Adrienne Millitello Phone # 631-277-7900 Fax # 631-277-7907 Email: ADLTranscription@aol.com Offices in: Bronx, Brooklyn, Queens, New York (same phone and fax for all)</p>	<p>Digital SONY BM-246</p>	<p>ABC Court Reporting, Inc. 152 West Hoffman Ave, Suite 3 Lindenhurst, NY 11757 Contact Person: Juanita Evans Phone # 631-608-4430 Fax # 631-228-0996 Email: abcreportinginc@aol.com</p>	<p>Digital SONY BM-246</p>
<p>Accurate Court Reporting Service, Inc. 6 Frances Lane Port Jefferson, NY 11777 Contact Person: Lorraine Berardi Phone #631-331-3753 Fax # 631-331-1433 Email: Lorraine@accuratecorp.com</p>	<p>Digital SONY BM-246</p>	<p>CW Transcription 280 Cedar Court Copiague, NY 11726 Contact Person: Jill Cohen-Wilson Phone # 631-226-8003 Email: jcohen22@optonline.net</p>	<p>Digital SONY BM-246</p>
<p>Linda Cipriano 23 Pansy Road Rocky Point, NY 11778 Phone #631-821-2651 Email: Lciprian@verizon.net</p>	<p>Digital</p>	<p>D.L. Catapano 23 West Chestnut Street Farmingdale, NY 11735 Phone and Fax #516-586-3429 Cell #516-819-0763</p>	<p>Digital SONY BM-246</p>
<p>Flynn Transcription Service 193 Griffing Ave, 2nd Floor Room C Riverhead, NY 11901 Contact Person: Diane Flynn Phone #631-727-1107 Fax #631-727-8181</p>	<p>Digital SONY BM-246</p>	<p>Suzanne Hand & Associates, Inc. One South Bay Avenue Islip, NY 11751 Phone #631-277-9771 or 1-888-WE DO EBTs Fax # 631-277-9798 Email: typing@handreporting.com and Riverhead, NY 11901 Phone #631-727-2700 Fax #631-277-9798 Email: typing@handreporting.com</p>	<p>Digital SONY BM-246</p>
<p>1-Aarons Court Reporting or LaPalabra Court Reporting, LLC 1322 Ackerson Boulevard Bay Shore, NY 11706 Contact Person: James Monteleon Phone #631-353-2002 Email: aaronsrcr@gmail.com or legalpalabra@aol.com website: www.depodigital.com</p>	<p>Digital SONY BM-246</p>	<p>MGL Paralegal P.O. Box 865 Bayport, NY 11705 Contact Person: Maria LaGatta Phone #516-567-2925 Email: MGLParalegal@aol.com</p>	<p>Digital</p>

<p>Pugliese Court Reporting & Transcription Service P.O. Box 994 Riverhead, NY 11901 Contact Person: Judy Pugliese Phone #631-727-7221 (Riverhead Courts) Phone #631-878-8355 (Central Islip & Nassau Courts) Fax # 631-874-2581 Email: jamp916@aol.com and 4 Saddlebrook Lane Manorville, NY 11949</p>	<p>Reynolds Reporting, Inc P.O. Box 1543 Mattituck, NY 11952 Contact Person: Gaitri Reynolds Phone #631-839-6153 Fax # 631-298-1310 Email: greynolds@renoldsreporting.com</p>
<p>Alan Rubin, CSR 5 Arlene Street Farmingville, NY 11738 Contact Person: Patricia Rubin Phone & Fax #631-331-0233 Email: patriciabrubin@yahoo.com</p>	<p>Stenotec 10 Oakcrest Ave Middle Island, NY 11953 Contact Person: Carol Potts Phone #631-345-2537</p>
<p>Bandy Words 21 Shang Lee Drive Manorville, NY 11949 Contact Person: Janine Doran Phone #631-399-3515 Cell # 631-525-8101 Email: doranedele@optonline.net</p>	