



Suffolk County

Traffic & Parking Violations Agency

Paul J. Margiotta, M.B.A., J.D.
Executive Director

APPEALS

You have the right to appeal your conviction. To appeal *pro se* (on your own behalf without an attorney) you must file the ORIGINAL and THREE (3) copies of a NOTICE OF APPEAL along with your completed AFFIDAVIT OF SERVICE with the Clerk of the Court at the SCTPVA. Prior to filing your Appeal, ONE (1) copy of the NOTICE OF APPEAL must be served upon the Prosecution of the SCTPVA by someone who is NOT a party to the action and is over the age of 18.

A Notice of Appeal must be filed within 30 days from the date of sentence.

The SCTPVA will file the Notice of Appeal with: The Appellate Term, Clerk's Office, 141 Livingston Street, 15th Floor, Brooklyn, New York 11201.

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 SCTPVA 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.

When the Court receives the Original Transcript (minutes) the Clerk will present them to the Judicial Hearing Officer to "settle the minutes." The pro se applicant must see to it that the minutes are settled. Once the minutes are settled, the SCTPVA 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 or by calling the Clerk of the Court at (347) 401-9580. The pro se applicant must perfect their appeal **within 90 days of filing their Notice of Appeal.**

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

The People of the State of New York,

Case No: _____

- against -

NOTICE OF APPEAL

(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 _____, 20____, for a conviction of the Vehicle

Traffic Law Section(s): _____

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

The appeal is taken from each and every part thereof.

Dated: _____

_____, New York

Yours, etc.,

Defendant _____

Address _____

Tel No. _____

To: Suffolk County Traffic & Parking Violations Agency
100 Veterans Memorial Highway
Hauppauge, NY 1178

and Clerk of the Court
Suffolk County Traffic & Parking Violations Agency

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

The People of the State of New York,

Case No: _____

- against -

**AFFIDAVIT OF SERVICE
UPON THE PARTY'S
ATTORNEY or BY MAIL**

(fill in name) Defendant.

State of New York }
County of _____ } ss.:

_____, being duly sworn, deposes and says, that deponent is NOT
(person serving papers)
A party to the action, is over 18 years of age and resides at _____
(address of person serving papers)

{a} That on the _____ day of _____, 20____ deponent served the within
Notice of Appeal on _____, attorney(s) for the Suffolk County
(name of person served upon)
Traffic & Parking Violations Agency in this action at _____
(address of service)

{b} That on the _____ day of _____, 20____ deponent served the within
Notice of Appeal upon the Suffolk County Traffic & Parking Violations Agency at _____
(address of service)

_____,
The address designated by said other party for that purpose by depositing a true copy of same enclosed in a
postpaid properly addressed wrapper, in - a post office - official depository under the exclusive care and
custody of the United States Postal Service within the State of New York.

(Signature)

Sworn to before me
This _____ day of _____, 20____

(Notary Public)

S.C.T.P.V.A
APPROVED LIST OF TRANSCRIBERS

Revised 4/12/16

<p>A-ADL Transcription Services, Inc. 24 Crossway Drive Deer Park, NY 11729 Contact Persons: Lisa Lugo or Adrienne Militello Phone #631-277-7900 Fax #631-277-7907 E-mail: 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 Avenue, Suite 3 Lindenhurst, NY 11757 Contact Persons: Juanita Evans Phone #631-608-4430 Fax #631-228-0996 E-mail: abcreportinginc@aol.com</p>	<p>Digital SONY BM-246</p>
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<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 E-mail: typing@handreporting.com and Riverhead, NY 11901 Phone #631-727-2700 Fax #631-277-9798 E-mail:: 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 E-mail: 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 E-mail: MGLParalegal@aol.com</p>	<p>Digital</p>	<p>Sally Omar 628 Meadow Road Kings Park, NY 11754 Phone #631-269-4338 E-mail: legaltyping@yahoo.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 E-mail: jamp916@aol.com</p> <p style="text-align: right;">Digital SONY BM-246</p>	<p>Reynolds Reporting, Inc. P.O. Box 1543 Mattituck, NY 11952 Contact Person: Gaitri Reynolds Phone #631-839-6153 Fax #631-298-1310 E-mail: greynolds@renoldsreporting.com</p> <p style="text-align: right;">Digital</p>
<p>Alan Rubin, CSR 5 Arlene Street Farmingville, NY 11738 Contact Person: Patricia Rubin Phone & Fax #631-331-0233 E-mail: patriciaarubin@yahoo.com</p> <p style="text-align: right;">Digital SONY BM-246</p>	<p>Stenotec 10 Oakcrest Ave Middle Island, NY 11953 Contact Person: Carol Potts Phone #631-345-2537</p> <p style="text-align: right;">Digital SONY BM-246</p>
<p>Bandy Words 21 Shang Lee Drive Manorville, NY 11949 Contact Person: Janine Doran Phone #631-399-3515 Cell #631-525-8101 E-mail: doranedele@optonline.net</p> <p style="text-align: right;">Digital</p>	