



**SUFFOLK COUNTY  
TRAFFIC AND PARKING VIOLATIONS AGENCY**

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

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## **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](mailto: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, 15<sup>th</sup> Floor, Brooklyn, New York, 11201. You may refer to the Court's website for procedures, forms, instructions, deadlines and other information at [nycourts.gov](http://nycourts.gov) (Intermediate Appellate Courts→ Appellate Term 2<sup>nd</sup> 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 Cl. 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, ,

**AFFIDAVIT OF  
SERVICE**

- against -

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**

<p><b>A-ADL Transcription Services, Inc</b>  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><b>ABC Court Reporting, Inc.</b>  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><b>Accurate Court Reporting Service, Inc.</b>  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><b>CW Transcription</b>  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><b>Linda Cipriano</b>  23 Pansy Road  Rocky Point, NY 11778  Phone #631-821-2651  Email: Lciprian@verizon.net</p>	<p>Digital</p>	<p><b>D.L. Catapano</b>  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><b>Flynn Transcription Service</b>  193 Griffing Ave, 2<sup>nd</sup> 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><b>Suzanne Hand &amp; Associates, Inc.</b>  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><b>1-Aarons Court Reporting or  LaPalabra Court Reporting, LLC</b>  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><b>MGL Paralegal</b>  P.O. Box 865  Bayport, NY 11705  Contact Person: Maria LaGatta  Phone #516-567-2925  Email: MGLParalegal@aol.com</p>	<p>Digital</p>

<p><b>Pugliese Court Reporting &amp; Transcription Service</b>  P.O. Box 994  Riverhead, NY 11901  Contact Person: Judy Pugliese  Phone #631-727-7221 (Riverhead Courts)  Phone #631-878-8355 (Central Islip &amp; Nassau Courts)  Fax # 631-874-2581  Email: jamp916@aol.com      and  4 Saddlebrook Lane  Manorville, NY 11949</p>	<p><b>Digital</b>  <b>SONY BM-246</b></p>	<p><b>Reynolds Reporting, Inc</b>  P.O. Box 1543  Mattituck, NY 11952  Contact Person: Gaitri Reynolds  Phone #631-839-6153  Fax # 631-298-1310  Email: greynolds@reynoldsreporting.com</p>	<p><b>Digital</b></p>
<p><b>Alan Rubin, CSR</b>  5 Arlene Street  Farmingville, NY 11738  Contact Person: Patricia Rubin  Phone &amp; Fax #631-331-0233  Email: patriciabrubin@yahoo.com</p>	<p><b>Digital</b>  <b>SONY BM-246</b></p>	<p><b>Stenotec</b>  10 Oakcrest Ave  Middle Island, NY 11953  Contact Person: Carol Potts  Phone #631-345-2537</p>	<p><b>Digital</b>  <b>SONY BM-246</b></p>
<p><b>Bandy Words</b>  21 Shang Lee Drive  Manorville, NY 11949  Contact Person: Janine Doran  Phone #631-399-3515  Cell # 631-525-8101  Email: doranedele@optonline.net</p>	<p><b>Digital</b></p>		