



**SUFFOLK COUNTY
TRAFFIC AND PARKING VIOLATIONS AGENCY**

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

CRIMINAL APPEAL

To commence an appeal under CPL §460.10 you may:

- (1) serve and file a Notice of Appeal within 30 days from the date of sentence (CPL 460.10 (1)(a) & (b)) **AND** within sixty (60) days after the Appellant receives a transcript of the Court proceedings, must file with such Court an Affidavit of Errors. (CPL 460.10 (3)(a)) **OR**
- (2) file and serve an Affidavit of Errors only, within 30 days from the date of sentence.

Appealing by Notice of Appeal and Affidavit of Errors:

- 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.
- You will need to 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: tpva.appeals@suffolkcountyny.gov. The transcriber **MUST** include in their email:
(1) the name of motorist (2) case number (3) date of trial and (4) their contact information.
- Within sixty (60) days after you have received a transcript of the Court proceedings, you must complete an **ORIGINAL** Affidavit of Errors and make two (2) copies. (An Affidavit of Errors is an affidavit setting forth the alleged errors or defects in the proceedings which are the subject of your appeal)
- File the **ORIGINAL** Affidavit of Errors with the Clerk of the S.C.T.P.V.A.



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-
- Serve a copy of the Affidavit of Errors to the **Prosecution** of the S.C.T.P.V.A. within three (3) days of filing the original (*service must be made by someone who is NOT a party to the action and is over the age of 18*) (CPL 460.10 (3)(b))
 - Complete the Affidavit of Service
 - File the Affidavit of Service with the Clerk of the S.C.T.P.V.A.

Appealing by Affidavit of Errors Only

- Complete an **ORIGINAL** Affidavit of Errors and make two (2) copies. (An Affidavit of Errors is an affidavit setting forth the alleged errors or defects in the proceedings which are the subject of your appeal)
- File the **ORIGINAL** Affidavit of Errors with the Clerk of the S.C.T.P.V.A.
- Serve a copy of the Affidavit of Errors to the **Prosecution** of the S.C.T.P.V.A. within three (3) days of filing the original (*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 Affidavit of Service with the Clerk of the S.C.T.P.V.A.
- An Affidavit of Errors must be filed within 30 days from the date of sentence**
- You will need to 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: tpva.appeals@suffolkcountyny.gov. The transcriber **MUST** include in their email:
(1) the name of motorist (2) case number (3) date of trial and (4) their contact information.

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.

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 the
Prosecution of the Suffolk County Traffic & 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 to

_____, _____
(name of individual served) (title)

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

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

The People of the State of New York,

- against -

**AFFIDAVIT OF
ERRORS**

Case No: _____

(fill in name) Defendant.

STATE OF NEW YORK
COUNTY OF SUFFOLK ss.:

I, _____, being duly sworn, depose and say:
(fill in name)

1. I am the Defendant / Appellant and I am appealing my judgment of conviction rendered by the Suffolk County Traffic and Parking Violations Agency on _____.
(date of conviction)
2. A judgment of conviction was rendered by District Court Judicial Hearing Officer _____
(name of Judge)
3. Appellant was convicted of violating Vehicle and Traffic Law Section(s): _____
4. I have attached a general outline of the errors which I believe occurred at the Suffolk County Traffic & Parking Violations Agency relative to my conviction.
5. I believe these errors warrant a reversal of my conviction and/or remand of this matter to the Suffolk County Traffic & Parking Violations Agency for further proceedings.

Dated: _____

(Defendant/Appellant's Signature)

Sworn to before me this _____ day

Address: _____

of _____, 20____

Tel No. _____

Notary Public

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 Affidavit of Errors upon
the Prosecution of the Suffolk County Traffic & 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 to

_____, _____
(name of individual served) (title)

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>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: jump916@aol.com and 4 Saddlebrook Lane Manorville, NY 11949</p>	<p>Reynolds Reporting, Inc P.O. Box 1543 Mattituck, NY 11952 Contact Person: Galtri 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>	<p>Digital</p>