

STATE OF NEW YORK
COUNTY OF OTSEGO
ONEONTA CITY COURT

THE PEOPLE OF THE STATE OF NEW YORK

vs.

NOTICE OF APPEAL

City Court Docket No. _____

Defendant

PLEASE TAKE NOTICE that the above named _____
(Name of Appellant)

HEREBY APPEALS TO THE OTSEGO COUNTY COURT FROM THE CONVICTION AND SENTENCE
ENTERED ON

_____ AND FROM EVERY PART THEREOF.

DATED: _____

Signature of Appellant

Address of Appellant

TO: ONEONTA CITY PROSECUTOR, BRETT COWEN
197 MAIN STREET, COUNTY OFFICE BUILDING
COOPERSTOWN, NEW YORK 13326

AFFIDAVIT OF SERVICE

STATE OF NEW YORK)
COUNTY OF _____)

The undersigned being duly sworn, deposes and says:

_____ Deponent is **not** a party to the action, is over 18 years of age
(name of person serving the document)
and resides at _____
(address of person serving the document)

That on _____, deponent served the within _____ on
(date of mailing/personal service) (Title of document)

ONEONTA CITY PROSECUTOR, BRETT COWEN, 197 MAIN STREET, COUNTY OFFICE BUILDING, COOPERSTOWN, NY 13326

Select one:

- by depositing a true copy of the same enclosed in a postpaid properly addressed envelope in a post office or official depository under the exclusive care and custody of the United States Postal Service.

- by personally delivering the same.

Signature of person serving the document

Printed Name

Sworn to before me this _____
day of _____

Notary Public

INSTRUCTIONS FOR SERVICE OF THE NOTICE OF APPEAL

- ▶ A PARTY TO THE ACTION CANNOT SERVE THE NOTICE OF APPEAL. IT **MUST** BE SERVED BY SOME OTHER PERSON 18 YEARS OR OLDER (CPLR 2103 (a)).
- ▶ After Personal Service or Service by Mail has been completed, an Affidavit of Service (**see form attached**) must be completed for each person that was served and sworn before a Notary Public.
- ▶ The completed Affidavit(s) of Service must be filed with the City Court along with the Notice of Appeal.