

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
PRETRIAL SERVICES OFFICE

Arthur A. Penny
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WHITE PLAINS OFFICE

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300 QUARROPAS STREET
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WHITE PLAINS, NY 10601
PHONE: 914-390-4140
FAX: 914-390-4035

TO ALL ELECTRONIC MONITORING CLIENTS & ATTORNEYS:

You are required to submit your leave requests to the assigned officer:

TO:	Franco Furelli	212-805-4152
	Dennis Khilkevich	212-805-4147
	Jason Lerman	212-805-4109
	John Moscato	212-805-4120
	Natasha Ramesar	212-805-4118
	Joshua Rothman	212-805-4139

To insure receipt of your letter, please call Ms. Izlia Sanchez (212) 805-4100. Requests made at any other times or to any other individuals will not be permitted.

CLIENTS: All requests for leave must be made **48** business hours in advance of the date(s) needed. Unless there is a medical emergency, requests made less than 48 hours notice, will not be allowed. (Emergency # 212-805-0015 - Press option #1, then #4).

ATTORNEYS: A faxed letter to the assigned officer is required 48 hours in advance for all attorney/client meetings and Court appearances. Pretrial Services will contact you to verify and confirm leave requests. Please indicate times required for meetings, location and travel time. Do not fax a letter on Friday for Monday meetings.

Email: NYSPTML_EMUNIT@nyspt.uscourts.gov (Email preferred)
Fax number is (212) 805-4175.

Thank you for your cooperation.