

STATE OF NEW YORK
COMMISSION ON JUDICIAL CONDUCT

In the Matter of the Proceeding
Pursuant to Section 44, subdivision 4,
of the Judiciary Law in Relation to

JILL S. POLK,

a Judge of the Family Court and an
Acting Justice of the Supreme Court,
Schenectady County.

**NOTICE OF FORMAL
WRITTEN COMPLAINT**

NOTICE is hereby given to Respondent, Jill S. Polk, a Judge of the Family Court and an Acting Justice of the Supreme Court, Schenectady County, pursuant to Section 44, subdivision 4, of the Judiciary Law, that the State Commission on Judicial Conduct has determined that cause exists to serve upon Respondent the annexed Formal Written Complaint; and that, in accordance with said statute, Respondent is requested within twenty (20) days of the service of the annexed Formal Written Complaint upon her to serve the Commission at its New York office, 61 Broadway, Suite 1200, New York, New York 10006, with her verified Answer to the specific paragraphs of the Complaint.

Dated: September 11, 2019
New York, New York

ROBERT H. TEMBECKJIAN
Administrator and Counsel
State Commission on Judicial Conduct
61 Broadway
Suite 1200
New York, New York 10006
(646) 386-4800

To: Steven R. Coffey, Esq.
Attorney for Respondent
O'Connell and Aronowitz
54 State Street
Albany, New York 12207

STATE OF NEW YORK
COMMISSION ON JUDICIAL CONDUCT

In the Matter of the Proceeding
Pursuant to Section 44, subdivision 4,
of the Judiciary Law in Relation to

JILL S. POLK,

a Judge of the Family Court and an
Acting Justice of the Supreme Court,
Schenectady County.

**FORMAL
WRITTEN COMPLAINT**

1. Article 6, Section 22, of the Constitution of the State of New York establishes a Commission on Judicial Conduct (“Commission”), and Section 44, subdivision 4, of the Judiciary Law empowers the Commission to direct that a Formal Written Complaint be drawn and served upon a judge.
2. The Commission has directed that a Formal Written Complaint be drawn and served upon Jill S. Polk (“Respondent”), a Judge of the Family Court and an Acting Justice of the Supreme Court, Schenectady County.
3. The factual allegations set forth in Charge I state acts of judicial misconduct by Respondent in violation of the Rules of the Chief Administrator of the Courts Governing Judicial Conduct (“Rules”).
4. Respondent was admitted to the practice of law in New York in 1988. She has been a Judge of the Family Court, Schenectady County, since 2015, and an Acting Justice of the Supreme Court since 2017. Respondent’s term expires on December 31,

2024. From January 31, 2008 until December 31, 2014, Respondent was employed as a senior staff attorney at the New York State Commission on Judicial Conduct.

CHARGE I

5. From in or about 2015 through in or about 2017, Respondent lent the prestige of judicial office to advance her own private interests and/or failed to conduct her extra-judicial activities so as to minimize the risk of conflict with judicial obligations, in that, (A) on various occasions, often during regular business hours, she asked and/or permitted her personal and confidential secretary, Chana Ritter, to perform non-work-related personal tasks for her and her family, and (B) on various occasions during business hours, she permitted her young daughter to walk through the courthouse unsupervised and to sit with court officers at the security checkpoint, interfering with their duties and posing a security risk.

Specifications to Charge I

6. In or about late 2014, after her election as Family Court judge, Respondent hired Chana Ritter to be her personal and confidential secretary.

Assistance with Respondent's Daughter's Bat Mitzvah

7. In or about the fall of 2015, Respondent began planning a Bat Mitzvah and party for her thirteen-year-old daughter to be held on May 21, 2016. She considered hiring a party planner but ultimately chose not to do so.

8. From in or about October 2015 through in or about May 2016, Ms. Ritter engaged in various activities related to the Bat Mitzvah, often on weekdays during business hours, and often using her court email account and other court resources. Ms.

Ritter communicated with Respondent, usually during regular business hours, about the various tasks she was performing related to the Bat Mitzvah.

9. In or about October 2015, Ms. Ritter did research regarding print shops, disc jockeys, rental spaces and catering services that might be engaged with respect to the Bat Mitzvah. Ms. Ritter communicated with Respondent during regular business hours about the tasks she was performing. Copies of relevant emails are appended as Exhibit A.¹

10. In or about October 2015, Respondent contacted Kate Kosineski of Proctors Theatre in Schenectady regarding a venue and catering services for the Bat Mitzvah party. From in or about February 2016 through in or about April 2016, Ms. Ritter served as Respondent's liaison with Proctors.

11. From in or about November 2015 through in or about April 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and regularly communicated about the event with Shaw Rabadi, the Food and Beverage Manager at Proctors. Ms. Ritter communicated with Mr. Rabadi and others, often using her court email account during regular business hours, about reserving the space, scheduling meetings for Respondent with Mr. Rabadi, at least one of which Ms. Ritter attended on a workday, and otherwise making plans for the event. Ms. Ritter communicated with Respondent, usually during regular business hours, about her communications with Mr. Rabadi and Proctors. Copies of relevant emails are appended as Exhibit B.

¹ Emails appended to this Formal Written Complaint have been redacted to omit such personal information as the name of Respondent's minor child, home addresses and personal telephone numbers, personal family photographs and irrelevant medical details.

12. From in or about early April 2016 through in or about May 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications, often using her court email account during regular business hours, with representatives of Mallozzi's Banquets and Ballrooms regarding catering and other details for the event. Ms. Ritter communicated with Respondent, usually during regular business hours, about her communications with Mallozzi's. Copies of relevant emails are appended as Exhibit C.

13. On or about May 4, 2016, Respondent asked Ms. Ritter to set up a meeting with Mallozzi's regarding the Bat Mitzvah. Between about May 4, 2016 and about May 12, 2016, both Respondent and Ms. Ritter met with Jeanette Martin, Vice-President of Operations at Mallozzi's, to discuss the Bat Mitzvah. On or about May 15, 2016, Respondent asked Ms. Ritter to contact Ms. Martin about party details and to arrange for others to provide a table for a candle lighting ceremony.

14. From in or about April 2016 through in or about May 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications, often using her court email account during regular business hours, with representatives of Total Events LLC regarding rental of a dance floor, red carpet and other items for the event. Ms. Ritter communicated with Respondent, usually during regular business hours, about her communications with Total Events LLC. Copies of relevant emails are appended as Exhibit D.

15. From in or about March 2016 through in or about May 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in various

communications, often using her court email account during regular business hours, with representatives of Congregation Gates of Heaven (the synagogue at which the Bat Mitzvah ceremony was to take place), The Omelette King Catering Company, and others regarding a Bat Mitzvah Kiddush lunch. Ms. Ritter communicated with Respondent, usually during regular business hours, about her activities related to the lunch. At Respondent's request, Ms. Ritter set up meetings for Respondent with the Executive Director of the synagogue and with The Omelette King Catering Company regarding the Kiddush lunch. Copies of relevant emails are appended as Exhibit E.

16. From in or about October 2015 through in or about May 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications, often using her court email account during regular business hours, with representatives of Eclectic Songs and Capital Disc Jockeys regarding music and disc jockey services for the event. Ms. Ritter communicated with Respondent, usually during regular business hours, about her activities related to music and disc jockey services. Copies of relevant emails are appended as Exhibit F.

17. From in or about March 2016 through in or about April 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications, often using her court email account during regular business hours, with representatives of the Hampton Inn & Suites Albany Airport regarding a block of rooms for out-of-town guests attending the event. Ms. Ritter communicated with Respondent, usually during regular business hours, about her activities related to the Hampton Inn. Copies of relevant emails are appended as Exhibit G.

18. From in or about February 2016 through in or about July 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications, often using her court email account during regular business hours, with representatives of Vistaprint regarding printing invitations and thank you notes for the event. Ms. Ritter designed the invitations and communicated with Respondent, usually during regular business hours, about them. Ms. Ritter ordered the items, with Respondent's permission, using Respondent's credit card. On or about April 5, 2016, at Respondent's request, Ms. Ritter created an Excel spreadsheet to record the RSVPs for the Bat Mitzvah on her court computer so that she and Respondent could access it. Copies of relevant emails are appended as Exhibit H.

19. On or about May 12, 2016, during regular business hours, Ms. Ritter spent approximately forty-five minutes scanning 93 photographs of Respondent's daughter, provided by Respondent, for a slide show to be shown at the Bat Mitzvah, using her court email account and the court scanner. Copies of relevant emails from the court scanner to Ms. Ritter's court email address are appended as Exhibit I.

20. From in or about March 2016 through in or about May 2016, Ms. Ritter performed various tasks related to the Bat Mitzvah and engaged in communications with Respondent related to choosing and purchasing centerpieces, candy, signs and a banner for the event. Ms. Ritter created the initial design of the centerpieces, consulted with Respondent about changes to the design, purchased the supplies to make them and assembled approximately 14 centerpieces. Ms. Ritter communicated with Respondent, usually during regular business hours, about her activities related to the centerpieces,

candy and signs. With Respondent's permission, Ms. Ritter paid for the materials to assemble the centerpieces, and for the signs and banner, with Respondent's credit card. Ms. Ritter paid cash for the candy and Respondent reimbursed her. Copies of relevant emails are appended as Exhibit J.

21. On the day of the Bat Mitzvah, Ms. Ritter arrived early at the party venue to help set up for the party.

22. Respondent did not compensate Ms. Ritter for performing any of the above services.

Assisting with Personal Services

23. From in or about January 2015 through in or about August 2016, Ms. Ritter picked up Respondent's daughter from school and/or elsewhere on various occasions during the workday, and often brought her to the courthouse. Copies of relevant emails are appended as Exhibit K.

24. In or about April or May 2016, during a workday, Ms. Ritter took Respondent's daughter shopping for shoes for the Bat Mitzvah.

25. In or about May 2015 and in about November 2015, at Respondent's request, Ms. Ritter contacted various landscapers and requested cost estimates for their prospective services at Respondent's home. Ms. Ritter provided the estimates to Respondent, who asked her to arrange a time for the landscaper to come to her house and to "firm up when he thinks he will be there." Copies of relevant emails are appended as Exhibit L.

26. In or about March 2015, at Respondent's request, Ms. Ritter contacted a representative of the New York State Flexible Spending Account, discussed Respondent's personal flexible spending claim and faxed documents related to the claim. Copies of relevant emails are appended as Exhibit M.

27. On or about November 6, 2015, Respondent forwarded to Ms. Ritter's court email account an email from Time Warner Cable regarding an upcoming service appointment at Respondent's home. On or about November 6, 2015, Ms. Ritter called Time Warner customer service regarding the appointment and thereafter advised Respondent what services would be provided and what the costs would be. On or about November 18, 2015, Ms. Ritter emailed a PDF file of Respondent's completed "Account Assumption Form" to a Time Warner representative from her court email account. Copies of relevant emails are appended as Exhibit N.

28. On or about November 18, 2015, Ms. Ritter obtained estimates from two locksmiths to change locks at Respondent's home and scheduled one of the locksmiths to provide the service. A copy of a relevant email is appended as Exhibit O.

29. In or about June 2015 and again in or about June 2016, Ms. Ritter assisted Respondent in finding and renting a vacation home by finding a number of available rentals on the internet, obtaining details about one of them, and faxing the signed contract for the rental to the owner. Copies of relevant emails are appended as Exhibit P.

30. On or about January 30, 2015, and on or about August 8, 2016, Ms. Ritter called Lia Toyota at Respondent's request and arranged for Respondent to bring her car in for servicing. Copies of relevant emails are appended as Exhibit Q.

31. On or about August 9 and 10, 2016, and on or about December 20, 2016, Ms. Ritter called vendors at Respondent's request regarding tires for her car. Ms. Ritter emailed their hours and their prices for various tires and services to Respondent. Copies of relevant emails are appended as Exhibit R.

32. In or about October 2016, at Respondent's request, Ms. Ritter contacted landscapers and obtained cost estimates for prospective services at Respondent's home. Copies of relevant emails are appended as Exhibit S.

33. On or about October 27, 2016, Respondent gave Ms. Ritter a list of pest control services to call regarding a bee or wasp hive at Respondent's home. Ms. Ritter called several of them and informed Respondent about what she learned. A copy of a relevant email is appended as Exhibit T.

34. On or about December 20, 2016, Ms. Ritter arranged for a repair service to repair Respondent's snow blower. A copy of a relevant email is appended as Exhibit U.

Making Personal Appointments for Respondent and her Daughter

35. From in or about May 2015 through in or about January 2017, Ms. Ritter made and/or rescheduled various personal appointments for Respondent, including appointments with various medical providers, Respondent's dentist and Respondent's hair stylist. Copies of relevant emails are appended as Exhibit V.

36. From in or about July 2015 through in or about December 2016, Ms. Ritter made and/or rescheduled various personal appointments for Respondent's daughter, including appointments with various medical providers, her dentist and her hair stylist. Copies of relevant emails are appended as Exhibit W.

Respondent's Daughter in the Courthouse

37. From in or about January 2015 through in or about December 2016, on various occasions during regular business hours, Respondent's daughter came to the courthouse and at times walked through the courthouse unsupervised and sat with court officers assigned to monitor the courthouse magnetometers.

38. In or about 2016, Court Officer Christopher Allen advised Respondent that her daughter's presence at the magnetometers could present a safety issue.

39. In or about 2016, Captain Wayne Luce went to Respondent's chambers and advised that the area of the magnetometers was a "bad spot for [Respondent's daughter] to be."

40. By reason of the foregoing, Respondent should be disciplined for cause, pursuant to Article 6, Section 22, subdivision (a), of the Constitution and Section 44, subdivision 1, of the Judiciary Law, in that Respondent failed to uphold the integrity and independence of the judiciary by failing to maintain high standards of conduct so that the integrity and independence of the judiciary would be preserved, in violation of Section 100.1 of the Rules; failed to avoid impropriety and the appearance of impropriety, in that she failed to respect and comply with the law and failed to act in a manner that promotes public confidence in the integrity and impartiality of the judiciary, in violation of Section 100.2(A) of the Rules, allowed a family relationship to influence the judge's judicial conduct, in violation of Section 100.2(B) of the Rules, and lent the prestige of judicial office to advance her own private interests, in violation of Section 100.2(C) of the Rules; failed to perform the duties of judicial office impartially and diligently, in that she failed

to require her court staff to observe the standards of fidelity and diligence that apply to the judge, in violation of Section 100.3(C)(2) of the Rules; and failed to conduct the judge's extra-judicial activities so as to minimize the risk of conflict with judicial obligations, in that she failed to conduct her extra-judicial activities so they do not detract from the dignity of judicial office, in violation of Section 100.4(A)(2) of the Rules.

WHEREFORE, by reason of the foregoing, the Commission should take whatever further action it deems appropriate in accordance with its powers under the Constitution and the Judiciary Law of the State of New York.

Dated: September 11, 2019
New York, New York



ROBERT H. TEMBECKJIAN
Administrator and Counsel
State Commission on Judicial Conduct
61 Broadway
Suite 1200
New York, New York 10006
(646) 386-4800

STATE OF NEW YORK
COMMISSION ON JUDICIAL CONDUCT

In the Matter of the Proceeding
Pursuant to Section 44, subdivision 4,
of the Judiciary Law in Relation to

VERIFICATION

JILL S. POLK,

a Judge of the Family Court and an
Acting Justice of the Supreme Court,
Schenectady County.

STATE OF NEW YORK)
 : ss.:
COUNTY OF NEW YORK)

ROBERT H. TEMBECKJIAN, being duly sworn, deposes and says:

1. I am the Administrator of the State Commission on Judicial Conduct.
2. I have read the foregoing Formal Written Complaint and, upon information and belief, all matters stated therein are true.
3. The basis for said information and belief is the files and records of the State Commission on Judicial Conduct.



Robert H. Tembeckjian

Sworn to before me this
11th day of September 2019



Notary Public

LATASHA Y. JOHNSON
Notary Public, State of New York
No. 01JO6235579
Qualified in New York County
Commission Expires Feb. 14, 2023

EXHIBIT A

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Capital Disc Jockeys
Date: Friday, October 23, 2015 2:40:00 PM

Maybe 4-5 hours..thanks so much.

From: Chana Ritter-Box
Sent: Friday, October 23, 2015 2:39 PM
To: Hon Jill S Polk [REDACTED]; Tennyson, Lorinda (DOT) [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Capital Disc Jockeys

I have a contact for you at CapitalDiscJockeys.com - Sari Medick. She owns Tiny Tots Tea Room, and also manages CDJ and Photobooth. She says she can give a price quote if you know how many hours you are looking for... her number is [REDACTED].

From: [Chana Ritter-Box](#)
To: [Tennyson, Lorinda \(DOT\)](#); [Jill Polk](#); [Hon Jill S Polk](#)
Subject: RE: Local vendors for Bat Mitzvah
Date: Friday, October 23, 2015 3:15:25 PM

Capital Region Disc Jockeys: 4 hours - \$695, 5 hours - \$850. "Prizes are \$50, and we come with 10 prizes for the fun contests." This price includes the planning meeting.

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Friday, October 23, 2015 2:41 PM
To: Chana Ritter-Box [REDACTED]; Jill Polk [REDACTED]; Hon Jill S Polk [REDACTED]
Subject: RE: Local vendors for Bat Mitzvah

Thanks Chana..

Lorinda L. Tennyson, P.E.

Traffic, Safety & Mobility

NYS DOT - Region One

[REDACTED]

From: Chana Ritter-Box [REDACTED]
Sent: Friday, October 23, 2015 9:53 AM
To: Jill Polk; Tennyson, Lorinda (DOT); Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Local vendors for Bat Mitzvah

These are the **local printers** I found online who handle design and creation of invitations...

Vincy's Printing
(518) 355-4363
1832 Curry Road
Schenectady, New York 12306
<http://vincysprinting.com/>

A-1 Quality Printing Inc
140 Erie Boulevard, Ste. 5
Schenectady, New York 12305
Phone: (518) 370-4415
Fax: (518) 370-4721
<http://a-1qualityprinting.com/>

Local DJs:

<http://capitaldiscjockeys.com/>

Weddings, Mitzvahs, Corporate events, Private parties, Sweet 16s and more! The BEST in DJs, MCs, wireless Uplighting and Open Air Photobooths. Book a la carte or all-inclusive! Schedule a consultation today, call us (518) 372-7121. Or email capitaldjs@icloud.com

<http://www.conwayentertainment.com/bat-bar-mitzvah/>

We have an excellent working knowledge of the Jewish traditions that take place, and work hard to ensure that we organize things like the Hora, Candle Lighting, Havdallah, Motzi, Kiddish, etc. (800) 882-7216.

Information about renting space at Proctors:

For details on available locations, rental fees, services, size, etc., *please contact Kate Kosineski at rentals@proctors.org.*

<http://www.proctors.org/space-rental-room-specifications>

From: Chana Ritter-Box [REDACTED]
Sent: Friday, October 23, 2015 3:35 PM
To: Hon Jill S Polk; Tennyson, Lorinda (DOT)
Subject: River Stone Manor

You have an appointment to take a look at the venue on Monday, Oct 27, 6pm:

The River Stone Manor
1437 Amsterdam Rd
Glenville, NY
12302

From: Chana Ritter-Box [REDACTED]
Sent: Friday, October 23, 2015 3:43 PM
To: Tennyson, Lorinda (DOT); Hon Jill S Polk; Jill Polk
Subject: River Stone Manor Menus

From: Kaitlyn Rogers [REDACTED]
Sent: Friday, October 23, 2015 3:40 PM
To: Chana Ritter-Box [REDACTED]
Subject: River Stone Manor Menus

Good Afternoon Hannah,

Attached are some menu ideas for your boss' daughters bat mitzvah. All of our menus are completely customizable, so please be aware of that as you are looking through the menus.

We can go over in more detail what exactly is included in the packages on Monday.

Thank you and have a great weekend!

*Kaitlyn Rogers
Event/Marketing Coordinator
River Stone Manor
1437 Amsterdam Road, Glenville NY 12302
e: [REDACTED]
p: 518-382-8322*

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).



Bar/Bat Mitzvah Menu Ideas

Appetizers:

Spanakopita – Chicken Tenders – Spring Rolls –
Swedish Meatballs
Cocktail Franks in a blanket – Mozzarella Sticks – Pizza Squares
General Tso's Chicken – Baked Pretzels

Buffet Options:

Baked Macaroni & Cheese
Southern Fried Chicken & Waffles
Hamburger & Cheeseburger Sliders
Nathan's Hot Dogs
Pastrami or Corned Beef Sandwiches
Fajita Bar
Taco Bar
Quesadillas Station
Sloppy Joes

Penne Pasta

Choice of one sauce:

Vodka Cream – Marinara – Alfredo – Pesto

Chicken

Choice of one:

Marsala – Parmigiana – Francaise – Roasted

Potato

Choice of one:

Roasted – Au Gratin – Mashed – French Fries

Medley of Seasonal Vegetables

Salads

Fresh Garden – Pasta – Macaroni – Potato – Cole Slaw
Spinach served with fresh Strawberries

Dessert:

Cake

Strawberry Shortcake Cake – Chocolate Truffle Mousse Cake

Sundae Bar

Ice Cream Novelties

Cookies & Brownies

Your choice of:

4 appetizers – 4 buffet options – 1 salad & 1 dessert

\$25.00 per person plus 19% administrative fee and 8% sales tax

Each additional item \$3.50 per person





2015 Buffet Options

River Stone Manor Ballroom

The River Stone Manor Ballroom accommodates up to 350 people for business events. The Ballroom can be divided in half for break out sessions and smaller events. Trained event planners will assist you to determine the layout that best suits your needs.

Manor House

When privacy, discretion, or impression count most, The Manor House provides an intimate setting for events up to 26 people. Minimum requirements may apply.

Riverfront Terrace

Not just any tent: Permanent brick flooring; sturdy, weather-proof walls; An elegant bar; private restrooms and a full kitchen Offering a picture perfect view of the river to events up to 115. Seasonally, May until October.

518.382.8322

1437 Amsterdam Road (Rte 5) Glenville, NY
info@riverstonemanor.com



1437 Amsterdam Road
Glenville, N.Y. 12302
518-382-8322

The Mohawk Buffet

Choose one:

House Garden Salad
Italian Tossed Salad
(Mixed greens, black olives, onions, tomatoes, and fontinella cheese)
Caesar Salad

Fresh-from-the-oven warm artesian breads and rolls
Served with creamy butter and extra virgin olive oil

Rosemary Tossed Red Bliss Potatoes lightly buttered and topped with parsley

Steamed Broccolini, topped with garlic breadcrumbs

Chef Carved

Ginger Glazed Tenderloin of Pork

Choose One:

Chicken Roulade

*Chicken enveloped around festive green spinach, enhanced
with roasted red peppers & Fresh Mozzarella. Served
with a Porcini Mushroom Demi-Glaze.*

Or

Harvest Stuffed Chicken Breast

*Breast of Chicken filled with Cranberry & Apple Pear Stuffing,
served with a Gran Marnier Cranberry Glaze*

Dessert:

Pear Apple Tart Or Homemade Apple Crisp
Coffee & Tea

\$34.00 per Person

+ 19% Administrative Fee + 8% Sales Tax

The Silver Maple Buffet

Salad

Classic Caesar Salad accented with diced plum tomatoes, marinated baby shrimp, and garlic croutons. Finished with shredded fontinella cheese.

Main Course

Prime Rib of Beef

Roasted to perfection and served with two sauces:

~Pink Peppercorn Demi-Glaze

~Spicy Horseradish cream

Shrimp Scampi with Tri-Colored Orzo

*Beautiful Tiger Shrimp sautéed with garlic and shallots,
with a splash of Chardonnay*

Chicken Roulade

*Chicken enveloped around festive green spinach, enhanced
with roasted red peppers & Fresh Mozzarella. Served
with a Porcini Mushroom Demi-Glaze.*

Chef selected vegetable and oven Roasted Potatoes

Oven Fresh Crusty Bread and Rolls Included

Dessert

Chocolate Polenta

Or

New York Style Cheesecake

Coffee & Tea

\$42.00 per Person

+19% Administrative Fee + 8.00% Sales Tax

The Manor Buffet

Chef Attended Carving Station

~ Roast Sirloin of Beef ~

*All served with appropriate sauces to compliment your choices
and a selection of petite rolls and breads...*

Pasta Presentation

~ Penne Rigate ~

Marinara or Tomato sauce

Main Course

Chicken Boursin

Tossed Salad

Roasted Potatoes

Chef's Choice Seasonal Vegetable

Plated Dessert

Coffee & Tea

\$33.95 per Person

+ 19% Administrative fee + 8% Sales Tax

Italian Buffet

Tossed Salad
Rolls
Salami, Roast Beef, Ham & Cheese
Italian Meatballs
Sausage & Peppers
Penne Pasta with Marinara Sauce

Select one of the following items:

Oven Roasted Chicken
Chicken Marsala
Chicken Cacciatore

Dessert
Coffee & Tea

\$28.00 per person

+ 19% Administrative fee + 8% Sales Tax

American Buffet

*Minimum of 50 people required. For Parties fewer than 50 people an additional charge will be added.

Antipasto
Ziti
Home-style Scalloped Potatoes
Green Beans Almondine
Rolls

Choose one item:

Chicken Marsala or Chicken Cacciatore

Carving Station:

Baked Ham & Roast Sirloin of Beef

Dessert
Coffee & Tea

\$30.95 per person

+ 19% Administrative fee + 8% Sales Tax

Sicilian Buffet

Penne De Angelo:

*A combination of sautéed Italian Sausage
Smoked mozzarella cheese and our
freshly made marinara sauce*

Stuffed Sirloin of Beef Roll (Bracciole)

Eggplant Parmigiana

Chicken Cutlet Parmigiana

Sautéed Mushrooms

Fresh Seasoned Vegetables

Garden Salad

Rolls

Dessert

Coffee & Tea

\$35.00 per person

+ 19% Administrative fee+ 8% sales tax

The Tropical Buffet

*Barbequed Prime Rib
Coconut Chicken
Hot Baked Ham (Carved)
Scallop Potatoes
Cold Green Bean Salad
Spinach Salad w/ Fresh Strawberries
in a Raspberry Vinaigrette
Cold Pasta Salad*

Dinner Rolls

Coffee and Dessert

\$ 42.00 per person

+ 19% Administrative fee+ 8% sales tax

EXHIBIT B

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: Key Hall at Proctors
Date: Thursday, November 05, 2015 2:43:00 PM

From: Kristina Ranalli [REDACTED]
Sent: Thursday, November 05, 2015 2:36 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Key Hall at Proctors

[518-374-7391](tel:518-374-7391)

Kristina Ranalli
Sales Assistant
90 State/Key Hall at Proctors
[REDACTED]

On Thu, Nov 5, 2015 at 2:31 PM, Hon Jill S Polk [REDACTED] wrote:

Do you have a fax number. jill

From: Kristina Ranalli [REDACTED]
Sent: Thursday, November 05, 2015 2:30 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Key Hall at Proctors

Hi Jill,

All clients have to pay a \$200.00 to secure the date and space.

Best,

Kristina Ranalli
Sales Assistant
90 State/Key Hall at Proctors
[REDACTED]

On Thu, Nov 5, 2015 at 1:53 PM, Hon Jill S Polk [REDACTED] wrote:

Is this for reserving the room or for catering. I thought I paid the fee to reserve the room to Proctors? Thanks. Jill

From: Kristina Ranalli [REDACTED]
Sent: Wednesday, November 04, 2015 8:41 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Key Hall at Proctors

Here you go!

Kristina Ranalli
Sales Assistant
90 State/Key Hall at Proctors
[REDACTED]

On Wed, Nov 4, 2015 at 8:22 AM, Hon Jill S Polk [REDACTED] wrote:

Got it – unfortunately the authorization form did not come through or I simply cannot find it!! Can you please send that again...thanks so much. Jill

From: Kristina Ranalli [REDACTED]
Sent: Monday, November 02, 2015 11:17 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Key Hall at Proctors

Jill,

Yes, to block off the GE theatre in our system it shows up as Key Hall.

Best,
Krisina

On Monday, November 2, 2015, Hon Jill S Polk [REDACTED] wrote:

I am not doing an event at Key Hall. I am doing an event at the GE Theater – is that what you meant. Jill

From: Kristina Ranalli [REDACTED]
Sent: Saturday, October 31, 2015 10:05 AM
To: Hon Jill S Polk [REDACTED]
Subject: Key Hall at Proctors

Hi Jill,
I'm contacting you on behalf of Laura Tardio as she wanted to forward off your contract to secure 5/21/2016 for your event at Key Hall. I've also included a credit card authorization form, if you would like to use this for the deposit. As we move into next year, Laura will be in touch to discuss the more specific details and from there, forward off an event order outlining all of the event information.

Thank you so much Jill, please don't hesitate to call myself or Laura with any questions. Otherwise, we look forward to being in touch soon!

Best,
Kristina Ranalli
Sales Assistant
90 State/Key Hall at Proctors
[REDACTED]

--

Kristina Ranalli
Sales Assistant
90 State/Key Hall at Proctors



From: █████-POLK@NYCOURTS.GOV
Sent: Thursday, November 05, 2015 2:47 PM
To: Chana Ritter-Box; Hon Jill S Polk
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e15110514470.pdf

**Credit Application Form for the Purpose of Direct Billing
& Credit Card Authorization**

Company/Organization

Name: Jill Polk

Address: [REDACTED]

Telephone: [REDACTED]

Fax: _____

Person(s) authorized to sign

1) Jill Polk

Phone: [REDACTED]

Email: [REDACTED]

2) _____

Phone: _____

Email: _____

3) _____

Phone: _____

Email: _____

Guarantee: By completing this form and signing, you are authorizing Mazzone Hospitality to charge any unpaid balance to this credit card if payment is not received within 10 days following the event. (10)

Corporate Credit Card Number: [REDACTED]

Expiration Date: [REDACTED]

Type of Card: [REDACTED]

Name on Card: jill s polk

Cardholder Signature: Jill Polk

Tax Exempt

Tax Exempt Groups must provide a copy of their valid state sales tax exempt certificate with return of this application. All payments and deposits received for a tax exempt organization must be generated directly from the organization that holds the exempt status; no third party payments can be accepted. Check or credit card must match exactly the name on the exempt certificate.

Tax exempt client checks here and agrees to submit a copy of current tax exempt certificate issued from the New York State Department of taxation. Client also agrees to return with the certificate a copy of the front and back of exempt organizations credit card



Mazzone Hospitality 743 Pierce Road Clifton Park, New York 12065
518-690-0293

This
is
for
200.00
deposit
to
reserve
GE
room.

From: gwfaxadmin@nycourts.gov
Sent: Thursday, November 05, 2015 2:50 PM
To: Chana Ritter-Box
Subject: Fax sent
Attachments: Fax Output File.tif

Your fax was successfully sent to 5183747391.

Fax number: 5183747391
Subject: Polk payment
Status: (success)
Completed: 2:49:48 PM, Thursday, November 05, 2015 Sent pages: 2 of 2
Duration: 0:00:34
Cost: 28
Account:
ID: *no cid*
Received CSID: 5183747391

Fax Message

To: 5183747391

Fax: 5183747391

From: Chana Ritter-Box

Date: 11/5/2015 2:48 PM

Pages: 1 of 2 (including this page)

Subject: Polk payment

Credit Application Form for the Purpose of Direct Billing
& Credit Card Authorization

Company/Organization

Name: Jill Polk

Address:

Telephone:

Fax:

Person(s) authorized to sign

1) Jill Polk

Phone:

Email:

2)

Phone:

Email:

3)

Phone:

Email:

Guarantee: By completing this form and signing, you are authorizing Mazzone Hospitality to charge any unpaid balance to this credit card if payment is not received within 10 days following the event.

Corporate Credit Card Number:

Expiration Date:

Type of Card:

Name on Card: jill s polk

Cardholder Signature:

Tax Exempt

Tax Exempt Groups must provide a copy of their valid state sales tax exempt certificate with return of this application. All payments and deposits received for a tax exempt organization must be generated directly from the organization that holds the exempt status; no third party payments can be accepted. Check or credit card must match exactly the name on the exempt certificate.

Tax exempt client checks here and agrees to submit a copy of current tax exempt certificate issued from the New York State Department of taxation. Client also agrees to return with the certificate a copy of the front and back of exempt organizations credit card



Mazzone Hospitality 743 Pierce Road Clifton Park, New York 12065
518-690-0293

This
is
for
200.00
deposit
to
return
GE
rum.

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Tasting with Shaw Feb 18
Date: Wednesday, February 03, 2016 10:14:00 AM

Lets try for noon...thanks. j

From: Chana Ritter-Box
Sent: Wednesday, February 03, 2016 9:44 AM
To: Hon Jill S Polk [REDACTED]; Chana Ritter-Box [REDACTED]
Subject: Tasting with Shaw Feb 18

Here is your calendar for Feb 18 – please let me know if you think there will be time to schedule a tasting with Shaw, or if you want anything moved.

Thanks!

▲ **Thu, Feb 18**

<input type="checkbox"/>	All Day	No Atty [REDACTED]
<input type="checkbox"/>	All Day	No Atty [REDACTED]
<input type="checkbox"/>	All Day	No CD [REDACTED]
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	Free
<input type="checkbox"/>	9:00 AM – 9:30 AM	#PTC [REDACTED]
<input type="checkbox"/>	9:00 AM – 9:30 AM	[REDACTED]
<input type="checkbox"/>	9:00 AM – 9:30 AM	[REDACTED]
<input type="checkbox"/>	9:00 AM – 9:30 AM	PPH [REDACTED]
<input type="checkbox"/>	9:30 AM – 4:30 PM	TRIAL [REDACTED]
<input type="checkbox"/>	1:30 PM – 2:00 PM	[REDACTED] PPH continuation
<input type="checkbox"/>	1:30 PM – 2:00 PM	PPH [REDACTED]
<input type="checkbox"/>	2:00 PM – 2:30 PM	INTAKE ONLY
<input type="checkbox"/>	4:30 PM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Hon Jill S Polk
Sent: Tuesday, February 09, 2016 11:27 AM
To: Chana Ritter-Box
Subject: RE: [REDACTED]'s Bat Miztvah 5/21/16

Shaw Rabadi [REDACTED]

Cocktail Hour: Primarily Stationary Hors d' Oeuvres display include;
A full classic consumption bar for the entire evening
Mediterranean display of dips, spreads, assorted lived, marinated vegetables
Spanakopita, and an artisan Cheese display
Stuffed Grape leaves, Antipasto ala Tuscany with flat breads
Buttler passed selected Appetizers and shrimp cocktail
Fresh tomato and Mozzarella brochette
Dinner Buffet Offerings: There will be Two Style Buffets provided;

Young Guests: Will enjoy wide selection of fun foods including (30-40 guests):
Four cheese Ravioli in light garlic cream sauce
Grilled marinated Chicken strips
Beef Sliders, fresh Salsa, Pico de Gallo and other fixings
Quesadilla Fixings, flour and corn Tortillas

Adult Guests: Selection of three Entrees and Three accompaniments including (100-110 guests)
A choice of Chicken Entree; Moroccan chicken, Chicken Marsals or lemon herb chicken
A choice of Fish dish Entree: Roasted Salmon, Sole florentine or Seafood ravioli
A choice of pasta (Rigatoni, Penne, Cavatelli) or eggplant Roulade or other vegetarian options
Four choices of accompaniments including; eclectic Mediterranean salads, mixed Green with dressings, roasted seasonal vegetables, and garlic roasted herb potatoes
Rolls and Butter

Dessert Selections: A wide assortment of finger dessert and pastries, fresh Seasonal fruit and chocolate Fountain
and Celebration Chocolate Strawberry Cake

A shirley Temple fountain available all night
Complete Coffee, Hot chocolate and hot tea set up

The GET will be set up in sections to allow for young adults and adults seating a shared area of food displays, dance floor, bar area
and dessert displays

The Set up is a Movie themed deco. Color coordination of blue and purple linens, and special lighting to be coordinated for effect.

From: Shaw Rabadi [REDACTED]
Sent: Thursday, January 14, 2016 2:25 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: [REDACTED]'s Bat Mitzvah 5/21/16

Hi Jill and [REDACTED],

Of course we can do that. Lets pick a day early February when you are available around 2/2, 2/3, 2/8 or 2/9. Hope one of these work. Weekends like early afternoon Saturday would work as long as there is no major shows. Sundays are tough with the winter market. Please let me know when you can.

Best,

Shaw

On Jan 14, 2016, at 1:30 PM, Hon Jill S Polk [REDACTED] wrote:

So what works for you and can we do a tasting for the hot Hors d' Oeuvres and main dishes suggestions? Thanks. jill

From: Shaw Rabadi [REDACTED]
Sent: Tuesday, December 22, 2015 1:15 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: [REDACTED]'s Bat Mitzvah 5/21/16

Thank you! And look forward to meeting with you and [REDACTED] in the new year. Happy Holidays.

Best.

Shaw

On Dec 22, 2015, at 9:19 AM, Hon Jill S Polk [REDACTED] wrote:

Shaw – my daughter and I are quite happy with your plan...lets try to get together in the next few weeks to talk some more about it. Happy Holidays. Jill

From: Shaw Rabadi [REDACTED]
Sent: Sunday, December 06, 2015 1:11 PM
To: Hon Jill S Polk [REDACTED]
Cc: Dan Sheehan [REDACTED]; Kate Kosineski [REDACTED]
Subject: [REDACTED]'s Bat Mitzvah 5/21/16

Good morning Your Honor,

It was a great pleasure to meet with you to discuss [REDACTED]'s Bat Mitzvah. The following is a summary of a tentative menu and event plan for your review and approval. Clearly I would be happy to meet again and discuss the entire event with you and [REDACTED] at your convenience.

Event Duration- 5-10 pm

Open Bar- Classic consumption Bar- 5-10

Cocktail hour- 5-6 pm

Dinner- 6-8

Dessert- 8-9

Full Celebration till 10 pm

Menus

Cocktail Hour: Primarily Stationary Hors d' Oeuvres display include;

A full classic consumption bar for the entire evening

Mediterranean display of dips, spreads, assorted lived, marinated vegetables

Spanakopita, and an artisan Cheese display

Stuffed Grape leaves, Antipasto ala Tuscany with flat breads

Buttler passed selected Appetizers and shrimp cocktail

Fresh tomato and Mozzarella brochette

Dinner Buffet Offerings: There will be Two Style Buffets provided;

Young Guests: Will enjoy wide selection of fun foods including (30-40 guests):

Four cheese Ravioli in light garlic cream sauce

Grilled marinated Chicken strips

Beef Sliders, fresh Salsa, Pico de Gallo and other fixings

Quesadilla Fixings, flour and corn Tortillas

Adult Guests: Selection of three Entrees and Three accompaniments including (100-110 guests)

A choice of Chicken Entree; Moroccan chicken, Chicken Marsals or lemon herb chicken

A choice of Fish dish Entree: Roasted Salmon, Sole florentine or Seafood ravioli

A choice of pasta (Rigatoni, Penne, Cavatelli) or eggplant Roulade or other vegetarian options

Four choices of accompaniments including; eclectic Mediterranean salads, mixed Green with dressings,

roasted seasonal vegetables, and garlic roasted herb potatoes

Rolls and Butter

Dessert Selections: A wide assortment of finger dessert and pastries, fresh

Seasonal fruit and chocolate Fountain

and Celebration Chocolate Strawberry Cake

A shirley Temple fountain available all night

Complete Coffee, Hot chocolate and hot tea set up

The GET will be set up in sections to allow for young adults and adults seating a shared area of food displays, dance floor, bar area and dessert displays

The Set up is a Movie themed deco. Color coordination of blue and purple linens, and special lighting to be coordinated for effect.

Estimated cost

Bar is based on a consumption Bar- \$100 set up fee

\$42 per person for Adults plus tax
\$32 per Person for young adults plus tax
15% service charge for all non food services
15% Gratuity

Judge Polk, The above is a draft document for your review. This will help us to fine tune your selections and make the necessary changes as needed. Please let me know your thoughts.

My Best,

Shaw Rabadi
[REDACTED]

On Nov 5, 2015, at 1:48 PM, Hon Jill S Polk
[REDACTED] wrote:

I can be reached at 285-4301 during the day and [REDACTED] at night and on the weekends. Thanks so much. Jill

From: Shaw Rabadi [REDACTED]
Sent: Wednesday, November 04, 2015 12:53 PM
To: Hon Jill S Polk [REDACTED]
Cc: Kate Kosineski [REDACTED]; Dan Sheehan
[REDACTED]
Subject: Re: [REDACTED]'s Bat Mitzvah

Good afternoon,

I would be happy to discuss all the details for your daughter's [REDACTED], Bat Mitzvah on 5/21/2016. Please let me know what number to reach you on, so we can make arrangements to meet on site and review all of the details. I look forward to speaking with you about this great event.

Thank you and take care,

Best,

Shaw
Food and Beverage Manager
[REDACTED]

On Oct 30, 2015, at 8:42 AM, Hon Jill S Polk
[REDACTED] wrote:

Shaw,

Kate told me to connect with you regarding catering for my daughter's Bat Mitzvah on May 21, 2016. I would like a cocktail hour, open bar and sit down dinner - one for adults and a separate menu for kids. Is this something you can do – If so, can you send me menus and pricing and the bar consumption fees. Thanks so much. Jill

From: Hon Jill S Polk
Sent: Tuesday, March 01, 2016 11:10 AM
To: Chana Ritter-Box
Subject: RE: please fill out and submit for your event at Proctors

Follow Up Flag: Follow up
Flag Status: Completed

I have changed my mind, can you please fill this out!! Thanks. j

-----Original Message-----

From: Chana Ritter-Box
Sent: Tuesday, February 02, 2016 1:59 PM
To: Hon Jill S Polk [REDACTED]
Subject: FW: please fill out and submit for your event at Proctors

I am guessing this is in regard to [REDACTED]'s bat mitzvah... Do you want me to fill it out?

-----Original Message-----

From: Kate Kosineski [REDACTED]
Sent: Tuesday, February 02, 2016 1:34 PM
To: Chana Ritter-Box [REDACTED]
Subject: please fill out and submit for your event at Proctors

<http://www.proctors.org/node/3215>

From: Shaw Rabadi [REDACTED]
Sent: Tuesday, March 08, 2016 1:06 PM
To: Chana Ritter-Box
Subject: Re: Judge Polk/[REDACTED] bat mitzvah

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chana,

Let's shoot for 3/23.
Thank you. Look forward!

Shaw

Sent from my iPhone

On Mar 8, 2016, at 10:50 AM, Chana Ritter-Box [REDACTED] wrote:

Shaw,

Jill would like to schedule a meeting with you to finalize the menu. I hear everything was delicious! Would either of these dates work for you?

March 23, 12:30pm
April 13, 12:30pm

Thanks,
Chana

From: Shaw Rabadi [REDACTED]
Sent: Tuesday, February 09, 2016 12:27 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Judge Polk/[REDACTED] bat mitzvah

Thats great.
I will have these and other ideas to sample.
I look forward to seeing you all then.

Best,

Shaw

On Feb 9, 2016, at 11:34 AM, Chana Ritter-Box [REDACTED] wrote:

Hi Shaw –

Jill asked me to touch base with you regarding the tasting on Feb 18 at 12pm – I believe in addition to the bat mitzvah girl, Jill’s mom and sister will also be there. Here are some of the things they would like to sample:

- Hot hors d’oeuvres
- Four cheese Ravioli in light garlic cream sauce
- Chicken Marsala and lemon herb chicken
- Roasted Salmon
- Salads
- *Vegetarian options
- Desserts

Thanks so much – please let me know if we are missing anything!

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Tuesday, March 08, 2016 2:36 PM
To: Hon Jill S Polk
Subject: Shaw 3/23

I reached out to Shaw and scheduled a meeting to finalize food choices on March 23, at 12:30pm.

Thanks,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Wednesday, March 23, 2016 3:44 PM
To: Shaw Rabadi
Cc: Chana Ritter-Box
Subject: RE: Polk Bat Mitzvah
Attachments: Bat-Mitzvah-Centerpiece-January-2013.jpg

Here is a picture of the centerpiece Jill likes... I attached it as a file.

From: Chana Ritter-Box
Sent: Wednesday, March 23, 2016 2:06 PM
To: Shaw Rabadi [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Polk Bat Mitzvah

Hi Shaw,

Thanks for meeting with us today! I have attached a bat mitzvah invitation for reference.

Here are a few follow-up points of interest:

- The Bat Mitzvah party will take place on **Sat, May 21, 6 – 11pm**. The theme is “**[REDACTED] Night at the Movies**”
- We will be meeting with the DJ, Linda Tericola, **this Friday at 11:30am at Proctor’s** – please let us know if you can join us.
- Please send a typed **menu** of the appetizer/dinner/drink selections that were discussed and agreed upon
- **Linens:** Based on our conversation, we are thinking about black tablecloths for the hi-tops, lime green for the food tables, and purple/blue cloths for guest tables with lime green napkins.
Please advise on pricing, based on 15 guest tables
- **“Concession” centerpieces:** The idea right now is a tall glass vase filled with skittles (or popcorn!), then some kind of height added by large lollypops and a place to put a dowel mounted with a sign that shows the name of the table (i.e. Star Wars, Jurassic Park, etc)
Please let us know what you and the florist think in terms of ideas and pricing, based on 15 tables

Thank you again for all your help!

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301



From: Shaw Rabadi [REDACTED]
Sent: Tuesday, March 29, 2016 5:00 PM
To: Chana Ritter-Box
Cc: Shaw Rabadi
Subject: Re: [REDACTED] Polk's Bat Mitzvah

I will be her on Friday. Gathering all the peices. I hope to have all the details for you by then.
Thank you

On Mar 29, 2016, at 2:42 PM, Chana Ritter-Box [REDACTED] wrote:

Shaw,

Jill would like to see the pricing on linens and a comprehensive menu of the food that was discussed as soon as possible. She will be meeting at Proctor's with the DJ this Friday at 11am if you will be available to drop in. Ideally, she would like the linen pricing and menu before Friday. Please let me know your thoughts.

Thanks,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Wednesday, April 06, 2016 9:10 AM
To: Shaw Rabadi
Subject: RE: Polk Bat Mitzvah

Great. My cell is [REDACTED] call/text.

Thanks,
Chana

From: Shaw Rabadi [REDACTED]
Sent: Wednesday, April 06, 2016 6:12 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Polk Bat Mitzvah

Good morning Chana,

The linen samples should be here later today. There are few items that I need clarification on. I will call you later.

Thank you

Best,
Shaw

Sent from my iPhone

On Apr 4, 2016, at 12:05 PM, Chana Ritter-Box [REDACTED] wrote:

Shaw –

Thanks for ordering the linen samples.
With regard to the center piece cost estimate, you can just delete that section since I am handling it.

Thanks!
Chana

From: Shaw Rabadi [REDACTED]
Sent: Monday, April 04, 2016 11:59 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Polk Bat Mitzvah

Thats great!
I will order linen samples today.
Also, I am finalizing the menu as we speak, and will modify the center pieces cost estimate.
Will let you know when i get the linen samples.

Thank you. Enjoy the snow.

On Apr 4, 2016, at 9:43 AM, Chana Ritter-Box [REDACTED] wrote:

Good morning!

We were able to find 20" clear vases online for \$8/each, and have ordered them. I also bought blue/purple/green colored stones and floral foam, so we are mostly set on the centerpieces. Jill would like to see a sample of the tablecloths as soon as possible – a royal blue, deep purple (not pastel), as well as lime green napkins. Can you please tell me a time we can take a look at these?

Also, can you please send me the revised menu (per our meeting last week).

Thanks very much,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Tuesday, April 12, 2016 3:08 PM
To: Hon Jill S Polk;Jill Polk
Subject: Shaw

Shaw texted my phone to say he has all the particulars regarding the menu/contract, and wants to know if we can meet over the next day or two. How would you like to proceed?

Thanks!

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Shaw Rabadi [REDACTED]
Sent: Tuesday, April 12, 2016 9:39 PM
To: Chana Ritter-Box
Cc: Hon Jill S Polk
Subject: Final Menu selections
Attachments: Bat Mitzvah 5_21Catering - Working File copy.xls; ATT00001.htm

Dear Jill and Chana;

The following is a summary of the final menu and event plans for your review and final approval. Clearly, I would be happy to meet again and review the entire event details with you and [REDACTED] at your convenience.

Event Duration- 6-11 pm
Open Bar- Full Classic consumption Bar- 6-11 pm
Initial Cocktail hour- 6-7 pm
Dinner service- 7-9 pm
Dessert- 9-10 pm
Full Celebration till 11:00 pm
Cocktail Hour Menus Selections [6-7 pm];

BAR:

Cocktail Hour: Primarily Stationary Hors d' Oeuvres display include;
A full classic consumption bar for the entire evening, Total cost to be determined

Mediterranean display of dips spreads, assorted olives, marinated vegetables
Spanakopita and Tyro-pita triangles and an artisan Cheese display with Crackers
Battered Eggplant with roasted red pepper display
Beef Sates Passed, and
Shrimp cocktail in shot glass preparation-Passed.

Dinner Buffet Offerings: There will be Two Style Buffets provided;

Young Guests:

Will enjoy wide selection of fun foods including; (30-40 estimated guests):
Four cheese Ravioli in light garlic cream sauce.
Grilled marinated Chicken strips [Gluten and Dairy Free].

Flat Bread Pizzas with selected toppings [Mozzarella Cheese with sauce and Brie Cheese with Onion Jam] Passed
Fresh Salsa, Pico de Gallo and other fixings.
Quesadilla Fixings, flour and corn Tortillas.
Beef Sliders with All fixings on the side.

Adult Guests:

Selection of three Entrees and Three accompaniments including (100-110 guests)
Chicken Marsala.
Roasted herbed fresh Salmon Filet.
Rigatoni Pasta in tomato vodka with roasted red pepper and artichokes heart.
Four choices of accompaniments including; eclectic Mediterranean salads, mixed Greens with fixings and dressings.

Stuffed Grape leaves, Antipasto ala Tuscany with flat breads.

Fresh tomato and Mozzarella brochette.
Rice Pilaf, Vegetarian and Gluten Free.

Grilled seasonal vegetables display.
Assorted Rolls and Butter.

Dessert Selections:

A wide assortment of finger dessert and pastries, fresh Seasonal fruit and chocolate Fountain
and Celebratory Chocolate Strawberry Cake for Ceremonies.

Beverages:

Full Liquor bar available[6- 11pm]- Consumption Bar basis. Glassware for Adults, Disposable for Young Adults.

Bar Menu include to shelf selection of wine, Beer and Spirit. The cost per type of Drink is as follows:

Beer- \$5-\$6

Wine- \$7-\$8

Mixed Drinks- \$8-\$10

Specific Bar list is available for review per your request

Water, soda and Shirley Temple are Included

Coffee and Tea setup is Included

A Shirley Temple fountain available all night with Marciano (Large Bowl) Cherries!

Complete Coffee, Hot chocolate and hot tea set up

The GET will be set up in sections to allow for divided young adults and adults seating. A shared area of food displays, bar/beverage area

and dessert displays. An oak Parquet dance floor, to be sourced and rented separately.

As for dance floor size, So for the purpose of estimate an 16'x18'dance floor is sufficient and would be required.

Dance Floor-

16'x18' all wood grain To be rented and provided by an outside vendor- Estimated cost \$550.

Number of Guests and all Tables Linens needed to be finalized.

All guests tables, Food tables etc., Linens as determined and selected are as follows:

Guest Tables-20- 120" round Royal Blue- Cost is \$12 each

Napkins- Lime green- 175 count at \$0.60 each

All Food tables, Photo Booth, and DJ Table- 27, in 72x120 Lime Green is \$6 each

All 10 hi tops tables and linens for the cocktail hour in black Linens, is \$4 each

The Set up and theme is a Movie themed deco. Color coordination of dark blue, and Lime green napkins and lighting to be coordinated for effect with DJ and Client.

Center pieces are a mini Concession theme center with popcorn accent. Based on this concept, each center piece would be designed, provided and set up by Chana. All aspect of the center pieces is not included in any of the cost estimates below, including design, vases, products and accessories. Popcorn will be provided

Linens TBD. Tentative Selection and pricing range from \$0.60 per Lime Green napkin and cost \$4, \$6 to \$12 for tablecloths see above detail.

Estimated Linen is based on table numbers, sizes and colors (see above details) cost- \$487

All Glassware, Flatware and China for the event would be additional rentals.

Cost:

Estimated cost breakdown for food, Linens, Glassware, Flatware other Outside Rentals:

BAR- is based on a consumption Bar- \$100 set up fee- Beverage prices are in separate list(range \$5-\$10)

FOOD- \$42 per person for Adults plus 8% tax

\$32 per Person for young adults plus 8% tax

15% service charge is for all non food items services. Rentals are additional.

15% Gratuity

RENTALS- Estimated- \$1034.52. Includes all Glassware, China and flatware, list is available for your review.

All Cocktail hour serving utensils are hi end disposables, Included.

Please See attached Invoice for the overall cost breakdown summary for the Event.

Judge Polk And ChanaThe above is the final document for your review. This plan will help all of us to execute your event, and we can make the necessary changes as needed. Please let me know your thoughts and I would be happy to meet to discuss and answer any questions you might have. Thank you

My Best,

Shaw Rabadi



From: Chana Ritter-Box
Sent: Monday, April 11, 2016 2:52 PM
To: Hon Jill S Polk
Subject: FW: Your Event Contract (Sales1.pdf)
Attachments: Treviso Sales Contract (E24610).pdf

From: Kristen Foley [REDACTED]
Sent: Monday, April 11, 2016 2:47 PM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Let's try this again!

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Kristen Foley [REDACTED]
Sent: Friday, April 08, 2016 2:52 PM
To: 'criter [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Hanna,

Here is what I have put together for your event. Please feel free to call me and we can go over it together.

I am looking forward to working on this with you both.

All my best,

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303*

Cell [REDACTED]

Office (518) 355-0340 [REDACTED]

Fax (518) 356-3548
[REDACTED]

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]

Sent: Friday, April 08, 2016 2:46 PM

To: [REDACTED]

Subject: Your Event Contract (Sales1.pdf)

polk

From: Chana Ritter-Box
Sent: Monday, April 11, 2016 4:01 PM
To: Hon Jill S Polk
Subject: FW: Your Event Contract (Sales1.pdf)
Attachments: Treviso Sales Contract (E24610).pdf

From: Kristen Foley [REDACTED]
Sent: Monday, April 11, 2016 3:41 PM
To: Chana Ritter-Box <[REDACTED]@nycourts.gov>
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Hannah,

Here is the updated contract with your additions. I only charged you for the Chocolate fountain. I can make a Shirley Temple station at no cost but if you wanted me to have a fountain it would add about \$5.00 per child. Let me know what you would like to do?

All my best,

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]
Sent: Monday, April 11, 2016 3:29 PM
To: [REDACTED]
Subject: Your Event Contract (Sales1.pdf)

polk

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: Kids Menu
Date: Wednesday, April 13, 2016 8:37:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Chana, I think the rice should be on both kids and adults cause I have some gluten free, dairy free kids as well.

From: Chana Ritter-Box
Sent: Tuesday, April 12, 2016 3:09 PM
To: Hon Jill S Polk [REDACTED]; Jill Polk [REDACTED]
Subject: Kids Menu

From: Kristen Foley [REDACTED]
Sent: Tuesday, April 12, 2016 3:06 PM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Your Event Contract (Sales1.pdf)

HI Chana,

What we normally do is \$35.00 per person on the children's menu. We have found sometimes the children will eat off the adult stations as well as their own. Let me know if you have any other questions.

All my best,

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties
Sign up for our [e-mail updates](#) with all the companies





From: Chana Ritter-Box [REDACTED]
Sent: Monday, April 11, 2016 4:35 PM
To: Kristen Foley
Subject: RE: Your Event Contract (Sales1.pdf)

Ok, we can talk about that further tomorrow... regarding the kids' menu – is there a different cost per person than the adult menu? Right now we are guesstimating 100 adults and 40 kids.

Thanks!

From: Kristen Foley [REDACTED]
Sent: Monday, April 11, 2016 4:15 PM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Your Event Contract (Sales1.pdf)

Hi Chana,

My apologies I did not know that your event was 5 hours. All of our events go for 4 hours. To extend the event for an additional hour would normally be \$595.00. Since that was never noticed I will speak to my VP of Operations and see if she would do it for \$400.00 for the extra hour. Please feel free to call!

All my best,

Kris
Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]

Visit our [website](#) for more information about all our properties
Sign up for our [e-mail updates](#) with all the companies





From: Chana Ritter-Box [REDACTED]
Sent: Monday, April 11, 2016 4:06 PM
To: Kristen Foley
Subject: RE: Your Event Contract (Sales1.pdf)

Great – one other note... the event is 6 – 11pm. I think the contract had it as 10pm. We will be in touch soon!

Thanks,
Chana

From: Kristen Foley [REDACTED]
Sent: Monday, April 11, 2016 3:41 PM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Hannah,

Here is the updated contract with your additions. I only charged you for the Chocolate fountain. I can make a Shirley Temple station at no cost but if you wanted me to have a fountain it would add about \$5.00 per child. Let me know what you would like to do?

All my best,

Kris

Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]

Visit our [website](#) for more information about all our properties
Sign up for our [e-mail updates](#) with all the companies





From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]

Sent: Monday, April 11, 2016 3:29 PM

To: [REDACTED]

Subject: Your Event Contract (Sales1.pdf)

polk

From: Chana Ritter-Box
Sent: Thursday, April 14, 2016 1:15 PM
To: Hon Jill S Polk
Subject: Full Menu
Attachments: Treviso Sales Contract (E24610).pdf

<http://www.mallozzis.com/Pages/Menu.aspx?DeptID=15621>

From: Chana Ritter-Box
Sent: Monday, April 11, 2016 2:52 PM
To: Hon Jill S Polk [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

From: Kristen Foley [REDACTED]
Sent: Monday, April 11, 2016 2:47 PM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Let's try this again!

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Kristen Foley [REDACTED]
Sent: Friday, April 08, 2016 2:52 PM
To: 'critter' [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Hanna,

Here is what I have put together for your event. Please feel free to call me and we can go over it together.

I am looking forward to working on this with you both.

All my best,

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]
Sent: Friday, April 08, 2016 2:46 PM
To: [REDACTED]
Subject: Your Event Contract (Sales1.pdf)

polk

From: Chana Ritter-Box
Sent: Monday, April 18, 2016 11:20 AM
To: Hon Jill S Polk
Subject: FW: Your Event Contract (Sales1.pdf)
Attachments: Treviso Sales Contract (E24610).pdf

From: Kristen Foley [REDACTED]
Sent: Monday, April 18, 2016 11:17 AM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Chana,

Take a look at this revised contract and if all looks well we will need a signed contract and a \$250.00 deposit to hold the date.

Thank you!

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]
Sent: Monday, April 18, 2016 10:59 AM
To: [REDACTED]
Subject: Your Event Contract (Sales1.pdf)

polk

From: Chana Ritter-Box
Sent: Tuesday, April 19, 2016 10:48 AM
To: Hon Jill S Polk
Subject: FW: Your Event Contract (Sales1.pdf)
Attachments: Treviso Sales Contract (E24610).pdf

From: Kristen Foley [REDACTED]
Sent: Monday, April 18, 2016 2:05 PM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Your Event Contract (Sales1.pdf)

Hi Chana!

Here we go! I think we got it now! Looking forward to working on this with you.

Kris

*Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]*

Visit our [website](#) for more information about all our properties

Sign up for our [e-mail updates](#) with all the companies



From: Mallozzis Clubhouse [<mailto:turnpikeclubhouse@nycap.rr.com>]
Sent: Monday, April 18, 2016 2:03 PM
To: [REDACTED]
Subject: Your Event Contract (Sales1.pdf)

polk

From: [REDACTED]-POLK@NYCOURTS.GOV
Sent: Wednesday, April 20, 2016 3:08 PM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16042014070.pdf



SALES & CATERING CONTRACT
Treviso by Mallozzi's
257 Washington Ave. Ext, Albany NY
12205

Client/Organizator Polk, Jill
 PartyName Polk, Jill
 Address [REDACTED]
 City, St/Prov Postal [REDACTED]
 Booking Contact Johanna
 Sales Rep Kristen Foley

Event Date 5/21/2016 (Sat)
 Event # E24610
 Guests 150 (Pln)
 Site Contact [REDACTED]
 Booking Te [REDACTED]
 Theme Bat Mitzvah

*All prices are per person unless specifically stated otherwise. *Contracts are not considered valid until signed.
 *All final pricing is subject to 8% NYS Sales Tax. *Gratuities are not expected but are always appreciated. In the event that the client feels the staff went above and beyond and they voluntarily choose to leave a gratuity on top of the final invoice, 100% of that gratuity will be distributed among the staff working the event. *Tax-exempt organizations must provide a ST119 Tax Exempt certificate prior to the event. *Minimum guarantee attendance must be received no later than 3 (three) business days before the event. If attendance falls below the number guaranteed, the client will be charged for the guaranteed number or the amount of guests served, whichever is higher. *Treviso by Mallozzi's reserves the right to change the banquet room used should the guest count alter from the estimated number of guests at the time of booking.

Banquet Rooms

Room	Setup Style	Start	End	Arrival
GE Theatre	Rounds of 8	6:00 pm	7:00 pm	NA
Setup Notes				
Linens TBD, Gift Table, DJ Table, Photo Booth, Place Card Table, Candle Lighting Table				
Floor Plan				
GE Theatre	Rounds of 8	7:00 pm	11:00 pm	NA

Food/Service Items

Food/Service Items	Price	Qty	Total
--------------------	-------	-----	-------

Cocktail Hour - 5/21/2016 - 6:00 pm

Mallozzi's is honored to host your event at the following location
 Off Premise location of your choice: GE Theatre, Schenectady
 All pricing is subject to 8% NYS Sales Tax

Proctors Will Be Handeling All Bar

Shirley Temple Station With a Bowl of Cherries

- 6:00PM Cocktail Hour
- 4 Butler Passed
- Please make one a Shrimp Cocktail in Martini Shooter
- Asparagus and Brie in Phyllo
- Chicken Satay
- Grilled Cheese with Tomato Soup Shooter

- Vegetable Crudite
- Imported Italian Meats and Cheeses with Assorted Crackers
- Flat Bread Pizza Cheese and Pepperoni

Dinner - 5/21/2016 - 7:00 pm

Station Presentation

4/18/2016 - 2:02:07 PM

257 Washington Ave. Ext, Albany NY 12205

7:00pm
 Adult Station
 Chicken Marsala
 Salmon Picatta ***Please Make Gluten and Dairy Free***
 Chef Inspired Rice

Salad/Pasta Station
 Mixed Green Salad
 Chick Pea Salad
 Roasted Vegetables
 Ceasar Salad
 Pasta with Vodka Sauce
 Eggplant Rollatini
 Villa Italia Rolls and Butter



Kids Station
 Cheese Ravioli
 Chicken Fingers with Dipping Sauce Made Gluten Free, Dairy Free and Egg Free
 Rice
 Quesadilla, 2 Choices

Dessert/Coffee Station
 Villa Italia Pastries and Cookies
 Seasonal Fresh Fruit
 Coffee and Tea

Manned Gelato Bar
 With Cups and Spoons
 With all the Fixings

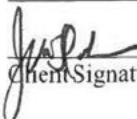
Price Per Person	45.00	110	4,950.00
Children's Price	35.00	40	1,400.00
Off Premise Fee	1,000.00	1	1,000.00
Includes: All staff, set up, linens, china, glass ware, utensils, serveware, clean up and breakdown			
Extending Event 1 Hours	400.00	1	400.00

White Green Napkins to be ordered by Mallozzi. JS

Subtotal	7,750.00	Paid	0.00	Pay Method	Ck, C/C, Or Cash	Card Number
Tax	620.00	Balance	8,370.00	Card Type		
Total Value	8,370.00			Card Holder		Expires
				Signature		

We understand that many guests have allergies, dietary restrictions and requirements that need to be taken into consideration when preparing the food. The Mallozzi Family certainly understands such needs and does whatever they can to accommodate these requests. We are much better prepared if we know of these in advance. Please let us know below if any of your guests may have any of the following dietary restrictions:

Gluten Free (Celiac Disease), Lactose Intolerant, Vegan or Kosher.


Client Signature

Date 7/20/16

Additional Charges

All final pricing is subject to all applicable New York State Sales Tax. If your group is Tax Exempt, a current ST119 Tax Exempt form must be provided prior to the event or the appropriate tax will be added to your invoice.

Deposit

A \$500 non-refundable deposit will secure your date and is applied in full, to the final bill. Final payment is due three business days prior to your event.

Gratuities

Gratuities/tips are voluntary. Clients may leave a gratuity/tip at their discretion which is shared among the hourly front of the house staff, but no gratuity/tip is required or added.

Guaranteed Guest Count

An estimated guest count is required two weeks prior to the event. The final guaranteed guest count for all events is due 3 Business Days (72 Hours) prior to the event date. This number will be considered a final guarantee and is not subject to reduction. The room will be set for your guaranteed number of guests. The final event invoice will reflect the guaranteed number of guests or the actual number of guests served, whichever is greater.

Responsible Consumption

Mallozzi's maintains the right to alter any bar mid service based on the actions of guests. We will not serve shots or shot type drinks under any circumstances. We will not serve anyone who is visibly intoxicated and we will refuse service to anyone that cannot produce proper ID. We want your guests to have fun and enjoy your event so please help us ensure the celebration is safe.

Shoes Please

NYS Health code requires that food service establishments not allow bare or socked feet. Flip flop baskets are strongly encouraged as guests will not be allowed to walk without shoes, in addition we will enforce the no glass on the dance floor policy, this is done for your safety and the safety of your guests. Injuries incurred due to bare feet are not the liability of Mallozzi's.

Children's and Vendor Meals

Children 12 years old and younger may order a kid friendly meal \$22.95 per child + (excludes teen events and sports/group banquets). Children under 5 years of age are free of charge if NOT ordering a meal. Vendor's meals are available at half the package price +.

Minimums

All corporate and non-bridal packages have a minimum guarantee of 35 guests unless noted otherwise.

Buffets

Buffets are served for approximately one hour unless otherwise indicated. Take home containers are not permitted

Food and Beverage

No outside food or beverages may be brought into the facility unless prior special arrangements have been made. Pursuant to New York State Health Codes, buffet or cocktail style food must be consumed on premises and may not leave the facility. Guests are not permitted to remove any buffet or cocktail style food from the premises. It is important to note that the kitchen will produce a large percentage more than would be required to allow for varying tastes or count changes, as well as to make the displays look grand for your guests, the remaining food may not be removed from the premises under any circumstances.

The Belvedere

Is a separate entity, having an event at a Mallozzi property does not guarantee rooms will be available for your event date. There are no complimentary rooms. Please contact the hotel directly for any arrangements at 518.630.4020.

Décor, Signage Etc.

No items are permitted to be affixed to the walls, floor or ceiling with nails, staples, tacks, or tape. Bubbles, confetti, rice, birdseed, etc. are not permitted in the building or on the premises. Please be aware that in the event these policies are not observed, cleaning charges will be the responsibility of the contracted client. If you require more than 30 minutes to decorate your event space please make extended access arrangements with your salesperson.

Cash or Check Information Filing

Federal Law requires that when a caterer receives more than \$10,000 in cash in one transaction or in two or more related transactions, from the same client, within any 12-month period, that the caterer must file Form 8300 with the Internal Revenue

Service. The caterer is then required to obtain your name, address, social security number, date of birth, and occupation. We are also required to verify your name and address by examination of a document normally accepted as a means of identification when cashing checks (for example, a driver's license, passport, alien registration card, or other official document). A copy of the completed Form 8300 will be provided to you.

The term "cash" means the following.

- U.S. and foreign coin and currency received in any transaction; or
- A cashier's check, money order, bank draft, or traveler's check having a face amount of \$10,000 or less.

Room Assignment and Event Times

All Banquets are allotted three or four hours. An overtime charge of \$500 per hour + will be applied to any event that goes past the pre-determined time limit. The overtime charge includes only non-alcoholic beverages, it does not extend any bar packages. Overtime availability is based on room schedule and should be pre-discussed with your event coordinator. If the initial booking count requires the space for a larger room and your guest numbers decrease significantly, there may be a surcharge added unless the space is able to be rebooked. There are minimums in place for each room please discuss with your salesperson.

Cancellation Policies

All deposits are non-refundable.

Final Meeting

At your final meeting please have your floor plan complete (if applicable) with table number and number of guests at each table or table placement for vendor fairs etc., detail info clearly written out including any expectations you have for the day examples: number of registration tables, auction locations, photo booth needs, handout or favor tables etc.

Security

Mallozzi's will not assume any responsibility for lost or stolen items or any damages done to personal property before, during, or after an event. If you desire a Coat Check Attendant, a set up fee of \$150 will be applied to your final invoice.

ADDITIONAL ITEMS OF NOTE - FOR OFF SITE CATERED EVENTS ONLY

Kitchen Fees For OFF Premise Events

A kitchen facility is required to maintain food in a proper and safe manner, if a kitchen is not available please ask your sales specialist for a quote to rent a tent, electrical equipment and necessary set up and cooking equipment to produce your event.

Off Premise Catering Fees

Based on a pre-wedding site inspection and menu selection an additional charge will be added to your bill for rental of glassware, china, silverware, linen and miscellaneous equipment. Tables for food and beverage, guest tables and chairs, dance floors, rest room trailers and event tents are not included in the catering fee.

Off Premise Bar Fees

NYS requires a license for all bars hosted at any non licensed property. There will be a \$75 per bar fee charged for filing. A landlord statement should be completed at the time of booking, as required by the NYS Liquor Authority.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum which I may sign as well as all policies listed in event packages.
Please make deposit checks payable to The Mallozzi Group, LLC. Thank you.


Client: *Jill Polk* Date: *4/20/16*
 Sales Rep: _____ Date: _____

JILL S POLK 05-97 1738

4/20/16 Date

Pay to the Order of *Mallozzi* \$ *250.00*

Two hundred fifty + 00/100 Dollars

 **SEFCU**
A Federal Credit Union
ALBANY, BINGHAMTON, BUFFALO, SYRACUSE

For *Prof. Mallozzi* *Jill Polk*

4,
2

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Date: Wednesday, May 04, 2016 8:31:00 AM

Chana can you set up a meeting with Kristen at mallozzi's – just want to firm up who is doing what, when – it can be a phone call! Also, can you check with gershons re: costs– I need jewish style cold cut (corn beef, pastrami, turkey) platter, rye bread, rolls, pickles, condiments, cheeses, tuna and rings, potato salad for 15-17 Friday night – they have platters, but I want to include the jewish meats instead of ham, rb. Lets firm up the napkin situation – maybe we already did and I have simply forgotten!! Thanks. j

From: Hon Jill S Polk
Sent: Thursday, May 05, 2016 2:59 PM
To: Chana Ritter-Box
Subject: FW: [REDACTED] Polks bat mitzvah

Follow Up Flag: Follow up
Flag Status: Completed

I scheduled my meeting for 12:30 on Tuesday – please put in my calendar. tx

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 05, 2016 2:41 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

good afternoon Jill,

Thanks for emailing me back. Unfortunately, I am already booked up for tomorrow, but I would be able to meet any day next week during your lunch hour if that works for you. Please let me know a day that would work best for you.

I look forward to hearing from you.

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 5, 2016, at 12:23 PM, Hon Jill S Polk [REDACTED] wrote:

Hi Jeanette,
This is Jill and I would love to meet tomorrow to firm up the menu and linens and confirm that you are taking the lead regarding tables and set up of the GE theater and the reception cocktail area. Lunch is the best time for me to meet. Does this work for you. Thanks. Jill

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Jill Polk Contract w/ Mallozzi's
Date: Sunday, May 15, 2016 9:45:00 AM

Hope you had a nice weekend – if possible, please contact Jeannette regarding the floor plan thing she was going to get us, time frames set, etc. Also, I forgot to tell Jeff and Bea that I needed a table for the candle lighting ceremony – can you take care of that please... Thanks. See you Tuesday. j

From: Chana Ritter-Box
Sent: Thursday, May 12, 2016 10:39 AM
To: Jeanette Martin [REDACTED]
Cc: Hon Jill S Polk [REDACTED]
Subject: RE: Jill Polk Contract w/ Mallozzi's

Hi Jeanette –

Thanks so much for meeting with us the other day. Jill would like to go ahead with the gelato bar for 100 ppl at \$4.50 a head, as you indicated. Also, forgot to mention that when we talked with Kris, she said Mallozzi's can provide all the glassware for the bar (Shaw is providing the liquor, wine, beer, etc.)

Thanks!
Chana

From: Jeanette Martin [REDACTED]
Sent: Wednesday, May 04, 2016 3:26 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Jill Polk Contract w/ Mallozzi's

Good afternoon,

Being that your event is in the next few weeks, I think it would be best to just keep the event with me since it's an off premise event. I would be happy to set up a time to either meet in person or on the phone to go through all the details of the event.

I look forward to hearing from you.

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303

Office - 518.355.0340

Cell - [REDACTED]

www.mallozzifamily.com

On May 4, 2016, at 11:35 AM, Chana Ritter-Box [REDACTED] wrote:

Hi Jeanette –

I received your contact information from Kris Foley. Kris has been a huge help to us. Can you please let me know as soon as possible who will be our point of contact regarding the upcoming event?

Thanks,

Chana

[REDACTED] cell

285-4301 work

From: Kristen Foley [REDACTED]

Sent: Wednesday, May 04, 2016 8:17 AM

To: Chana Ritter-Box [REDACTED]

Cc: Jeanette Bowers [REDACTED]

Subject: RE: Jill Polk Contract w/ Mallozzi's

Hello,

It is with great sadness I am leaving Mallozzi's. I have a family medical issue that will require me to be out of state for some time. Your event will be handled by our VP of Operations, Jeanette Martin. She will personally hand select another member of our sales team to become your new point of contact now. See her contact information below. I have greatly enjoyed working with you and wish you much success with your event!

All my best,

Kris

Contact Information:

Jeanette Martin

Vice President of Operations

The Mallozzi Family

1930 Curry Road

Schenectady, NY 12303

Office - 518.355.0340

Cell - [REDACTED]

www.mallozzifamily.com

Kristen Foley
Special Events Sales
Mallozzi's Banquets & Ballrooms
1930 Curry Road, Schenectady, NY 12303
Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]

From: Chana Ritter-Box [REDACTED]
Sent: Wednesday, April 20, 2016 3:06 PM
To: Kristen Foley; Chana Ritter-Box; Hon Jill S Polk
Subject: Jill Polk Contract w/ Mallozzi's

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: FW: Jill Polk Contract w/ Mallozzi's
Date: Wednesday, May 18, 2016 10:18:13 AM

From: Jeanette Martin [REDACTED]
Sent: Wednesday, May 18, 2016 10:17 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Jill Polk Contract w/ Mallozzi's

Good morning,

I just wanted to confirm the final counts for Saturday's event in case there was any last minute revisions and also find out what the table numbers were for the floorplan that Proctors made. I look forward to hearing back from you.

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 12, 2016, at 12:14 PM, Jeanette Martin [REDACTED] wrote:

ok, great!

thanks!

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]

www.mallozzifamily.com

On May 12, 2016, at 12:12 PM, Chana Ritter-Box

[REDACTED] wrote:

Proctor's/Shaw is providing bartenders... thanks!

From: Jeanette Martin [REDACTED]

Sent: Thursday, May 12, 2016 11:42 AM

To: Chana Ritter-Box [REDACTED]

Subject: Re: Jill Polk Contract w/ Mallozzi's

hi!

ok, great, I'll add that when I do my revisions. I'll make sure the bar is covered as well.

thanks again! talk soon!

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 12, 2016, at 10:39 AM, Chana Ritter-Box

[REDACTED] wrote:

Hi Jeanette –

Thanks so much for meeting with us the other day. Jill would like to go ahead with the gelato bar for 100 ppl at \$4.50 a head, as you indicated. Also, forgot to mention that when we talked with Kris, she said Mallozzi's can provide all the glassware for the bar (Shaw is providing the liquor,

wine, beer, etc.)

Thanks!

Chana

From: Jeanette Martin

Sent: Wednesday, May 04, 2016 3:26 PM

To: Chana Ritter-Box [REDACTED]

Subject: Re: Jill Polk Contract w/ Mallozzi's

Good afternoon,

Being that your event is in the next few weeks, I think it would be best to just keep the event with me since it's an off premise event. I would be happy to set up a time to either meet in person or on the phone to go through all the details of the event.

I look forward to hearing from you.

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 4, 2016, at 11:35 AM, Chana Ritter-Box [REDACTED] wrote:

Hi Jeanette –

I received your contact information from Kris Foley. Kris has been a huge help to us. Can you please let me know as soon as possible who will be our point of contact regarding the

Cell [REDACTED]
Office (518) 355-0340 [REDACTED]
Fax (518) 356-3548
[REDACTED]@mallozzifamily.com

From: Chana Ritter-Box
[REDACTED]
Sent: Wednesday, April 20, 2016 3:06 PM
To: Kristen Foley; Chana Ritter-Box; Hon Jill S
Polk
Subject: Jill Polk Contract w/ Mallozzi's

From: Chana Ritter-Box
Sent: Thursday, May 19, 2016 1:52 PM
To: Jeanette Martin;Hon Jill S Polk
Subject: RE: Jill Polk Contract w/ Mallozzi's

Hi there –

I think the easiest thing to do is just let you know how many people will be sitting at the adult tables so you can set up the room with the right number of place settings. We can move the table signs around if needed. Also, here is my cell phone if you need to get in touch with me during the day – [REDACTED] (cell/text) I plan on being at Proctor's by 2:30pm.

Harry Potter – seating 9

Dolphin Tale – seating 8

Firehouse Dog – seating 7

Teen Beach Movie – seating 8

Journey to the Mysterious Island – seating 8

The Incredibles – seating 8

Jurassic Park – Seating 9

Cloudy with a Chance of Meatballs – seating 8

Maleficent – seating 8

WALL-E – seating 8

Minions – seating 8

Thanks!

Chana

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 19, 2016 10:54 AM
To: Hon Jill S Polk [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Re: Jill Polk Contract w/ Mallozzi's

absolutely... always have that! :)

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 19, 2016, at 8:55 AM, Hon Jill S Polk [REDACTED] wrote:

Great – also that the napkins would be at the table. Can we have extra napkins and place settings, just in case we have clumsy guests or guests that spill!! Thanks. Jill

From: Jeanette Martin [REDACTED]
Sent: Wednesday, May 18, 2016 8:46 PM
To: Chana Ritter-Box [REDACTED]
Cc: Hon Jill S Polk [REDACTED]
Subject: Re: Jill Polk Contract w/ Mallozzi's

ok, great! Thank you!! I look forward to hearing back from you.
take care,

Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 18, 2016, at 4:54 PM, Chana Ritter-Box [REDACTED] wrote:

Jill and I are working on the placement of the tables, but the seating arrangements are done.

The Adult Tables are:

Harry Potter – seating 9

Dolphin Tale – seating 8

Firehouse Dog – seating 7

Teen Beach Movie – seating 8

Journey to the Mysterious Island – seating 8

The Incredibles – seating 8

Jurassic Park – Seating 9

Cloudy with a Chance of Meatballs – seating 8

Maleficent – seating 8

WALL-E – seating 8

Minions – seating 8

There are 89 adults and 35 children at last count.

We had discussed with Kris that there would be silverware at the tables, not the buffet.

Kids tables will not have assigned seating.

I will be in touch tomorrow with the arrangement of the tables.

Thanks so much!

Chana

From: Jeanette Martin [REDACTED]
Sent: Wednesday, May 18, 2016 10:17 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Jill Polk Contract w/ Mallozzi's

Good morning,

I just wanted to confirm the final counts for Saturday's event in case there was any last minute revisions and also find out what the table numbers were for the floorplan that Proctors made. I look forward to hearing back from you.

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 12, 2016, at 12:14 PM, Jeanette Martin
[REDACTED] wrote:

ok, great!

thanks!

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 12, 2016, at 12:12 PM, Chana Ritter-Box
[REDACTED] wrote:

Proctor's/Shaw is providing bartenders... thanks!

From: Jeanette Martin
[REDACTED]

Sent: Thursday, May 12, 2016 11:42 AM

To: Chana Ritter-Box [REDACTED]

Subject: Re: Jill Polk Contract w/ Mallozzi's

hi!

ok, great, I'll add that when I do my revisions. I'll
make sure the bar is covered as well.

thanks again! talk soon!

take care,
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family

1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 12, 2016, at 10:39 AM,
Chana Ritter-Box

[REDACTED] wrote:

Hi Jeanette –

Thanks so much for meeting with us the other day. Jill would like to go ahead with the gelato bar for 100 ppl at \$4.50 a head, as you indicated. Also, forgot to mention that when we talked with Kris, she said Mallozzi's can provide all the glassware for the bar (Shaw is providing the liquor, wine, beer, etc.)

Thanks!
Chana

From: Jeanette Martin
[REDACTED]

Sent: Wednesday, May 04, 2016 3:26 PM

To: Chana Ritter-Box
[REDACTED]

Subject: Re: Jill Polk Contract w/ Mallozzi's

Good afternoon,

Being that your event is in the next few weeks, I think it would be best to just keep the event with me since it's an off premise event. I would be happy to set up a time to either meet in person or on the phone to go through all the details of the event.

I look forward to hearing from you.

take care,

Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 4, 2016, at
11:35 AM, Chana
Ritter-Box

[REDACTED]
wrote:

Hi Jeanette –

I received your contact information from Kris Foley. Kris has been a huge help to us. Can you please let me know as soon as possible who will be our point of contact regarding the upcoming event?

Thanks,
Chana
[REDACTED] cell
285-4301 work

From: Kristen Foley

[REDACTED]
Sent: Wednesday, May 04, 2016 8:17 AM

To: Chana Ritter-Box

[REDACTED]
Cc: Jeanette Bowers

Subject: RE: Jill Polk
Contract w/ Mallozzi's

Hello,

*It is with great sadness
I am leaving
Mallozzi's. I have a
family medical issue
that will require me to
be out of state for some
time. Your event will
be handled by our VP of
Operations, Jeanette
Martin. She will
personally hand select
another member of our
sales team to become
your new point of
contact now. See her
contact information
below. I have greatly
enjoyed working with
you and wish you much
success with your
event!*

All my best,

Kris

Contact Information:
Jeanette Martin
Vice President of
Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
[www.mallozzifamily.co
m](http://www.mallozzifamily.com)

Kristen Foley
Special Events Sales
Mallozzi's Banquets &
Ballrooms
1930 Curry Road,
Schenectady, NY 12303
Cell [REDACTED]

Office (518) 355-0340

Fax (518) 356-3548

From: Chana Ritter-Box

Sent: Wednesday, April
20, 2016 3:06 PM

To: Kristen Foley;
Chana Ritter-Box; Hon
Jill S Polk

Subject: Jill Polk
Contract w/ Mallozzi's

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 26, 2016 1:36 PM
To: Chana Ritter-Box
Subject: Re: [REDACTED] Polks bat mitzvah

ok, that works!

thank you!

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 26, 2016, at 1:33 PM, Chana Ritter-Box [REDACTED] wrote:

Great –

My cell is [REDACTED] if you need to get in touch.

Chana

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 26, 2016 1:32 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

Hi Chana,

I should be able to do that. I have a few appointments here in the am, but I should be able to free myself in time to be there by 12:30pm. If there are any issues, I will let you know.

thanks!
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road

Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 26, 2016, at 1:28 PM, Chana Ritter-Box [REDACTED] wrote:

Jeanette –

Would it be possible for you to meet up with Jill tomorrow at Johnny's around 12:30?

Thanks,
chana

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 26, 2016 11:25 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

yes, that will work. She can call me here at the office.

thanks!
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 26, 2016, at 11:14 AM, Chana Ritter-Box
[REDACTED] wrote:

Hi Jeanette –

Jill is available around 12:30pm tomorrow (Friday) to speak on the phone. Please let me know if that works for you.

Thanks,
Chana

From: Jeanette Martin [REDACTED]
Sent: Thursday, May 26, 2016 10:10 AM
To: Hon Jill S Polk [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

Good morning,

Absolutely. What is a good time and a good number to reach you at? Did you receive my email from over the weekend?

thanks
Jeanette

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 26, 2016, at 8:59 AM, Hon Jill S Polk
[REDACTED] wrote:

Jeanette,
When you get a chance, can you please contact me ... as you are aware there were some issues at my daughter's bat mitzvah that I would like to discuss. Thanks so much. Jill

From: Jeanette Martin
[REDACTED]
Sent: Friday, May 06, 2016 8:49 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

good morning,

I can meet you there, not a problem.

thanks, have a great weekend.

Jeanette Martin
Vice President of Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 6, 2016, at 8:44 AM, Hon
Jill S Polk [REDACTED]
wrote:

That is just too far, I need to be close to
the courthouse for emergencies – how
about at johnny's?

From: Jeanette Martin
[REDACTED]
Sent: Thursday, May 05, 2016 4:12 PM
To: Hon Jill S Polk
[REDACTED]
Subject: Re: [REDACTED] Polks bat mitzvah

Can you meet at my office on Curry
Road?

Mallozzi's
1930 Curry Road
Schenectady.

thanks!
take care,
Jeanette

Jeanette Martin
Vice President of Operations

The Mallozzi Family
1930 Curry Road
Schenectady, NY 12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On May 5, 2016, at
2:58 PM, Hon Jill S
Polk

[REDACTED]
wrote:

Where should we
meet?

From: Jeanette Martin

[REDACTED]
Sent: Thursday, May
05, 2016 2:41 PM

To: Hon Jill S Polk

[REDACTED]
Subject: Re: [REDACTED]
Polks bat mitzvah

good afternoon Jill,

Thanks for emailing
me
back. Unfortunately,
I am already booked
up for tomorrow, but I
would be able to meet
any day next week
during your lunch
hour if that works for
you. Please let me
know a day that
would work best for
you.

I look forward to
hearing from you.

take care,
Jeanette

Jeanette Martin
Vice President of
Operations
The Mallozzi Family
1930 Curry Road
Schenectady, NY
12303
Office - 518.355.0340
Cell - [REDACTED]
www.mallozzifamily.com

On
May 5,
2016,
at
12:23
PM,
Hon
Jill S
Polk



wrote:

Hi
Jeanette,
This is
Jill and I
would
love to
meet

tomorrow to firm up the menu and linens and confirm that you are taking the lead regarding tables and set up of the GE theater and the reception cocktail area. Lunch is the best time for me to meet. Does this work for you. Thanks. Jill

EXHIBIT D

From: Chana Ritter-Box
Sent: Wednesday, April 06, 2016 9:33 AM
To: Megan Barkevich
Subject: RE: Total Events Inquiry

Hi Megan,

Shaw is handling the foods and helping to be point person on the linens, but Jill would like correspondence regarding potential business and rentals with Total Events to go through to us directly. Please email the quote to me and Jill.

Thanks,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Megan Barkevich [REDACTED]
Sent: Wednesday, April 06, 2016 8:20 AM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Total Events Inquiry

Hi Chana!

I have her quote finished, I was just waiting to her back from Shaw before I sent it over. I will give him a call this morning!

Best,

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com

Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box [REDACTED]
Sent: Tuesday, April 5, 2016 11:00 AM

To: [megan](#) [REDACTED]
Subject: FW: Total Events Inquiry

Good morning!

Jill asked me to check in with you and see if you had price estimates on the linens, large gold emmy statue, and red carpet.

Thanks so much,
Chana

From: Jill Polk [REDACTED]
Sent: Tuesday, April 05, 2016 10:55 AM
To: Chana Ritter-Box [REDACTED]
Subject: FW: Total Events Inquiry

fyi

From: [megan](#) [REDACTED]
To: [REDACTED]
Subject: RE: Total Events Inquiry
Date: Tue, 29 Mar 2016 21:26:59 -0400

That will work for me!

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com
Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Jill Polk [REDACTED]
Sent: Tuesday, March 29, 2016 2:39 PM
To: Megan Barkevich [REDACTED]
Subject: Re: Total Events Inquiry

Yes, how about 9.

Sent from my iPhone

On Mar 29, 2016, at 10:40 AM, Megan Barkevich [REDACTED] wrote:

Hi Jill!

Are you around in the morning on Friday?

Thanks!

Megan Barkevich

Director of Special Events

Total Events, LLC

518.383.8602 P

518.383.8603 F

www.totaleventsNY.com

Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Jill Polk [REDACTED]

Sent: Tuesday, March 29, 2016 8:57 AM

To: Megan Barkevich [REDACTED]

Subject: RE: Total Events Inquiry

Can we meet sometime on Friday april 1 - I am looking for tables clothes in purple, blue (on the darker rather than lighter side) and lime green - for 72 inch round tables and lime green napkins. I also need a dance floor. The price brochure does not pull up. Thanks. Jill

From: [megan](mailto:megan@totaleventsny.com) [REDACTED]

To: [jspolk](mailto:jspolk@totaleventsny.com) [REDACTED]

Subject: Total Events Inquiry

Date: Mon, 28 Mar 2016 08:14:08 -0400

Thank you for your interest in Total Events! There are many ways we can assist you with your event with our large inventory of tents, tables, chairs, linen and décor options. Total Events prides itself on having the highest quality rentals. Our quality extends to our service; we put our clients first and go out of our way to make sure you are completely satisfied.

Our management staff has over 20 years of experience in designing special events, from small intimate gatherings to large galas. You will find Total Events to be very competitive with price, detail oriented and, more importantly, easy to work with.

If you would like me to draw up a cost proposal for your specific event needs, I would be more than happy to do so. We can schedule some time for a quick phone conversation and the proposal can be sent to you via e-mail.

[Total Events 2016 Price Brochure](#)

Thank you again for your interest, I look forward to assisting you.

Warmest regards,

Megan Barkevich

Director of Special Events

Total Events, LLC

518.383.8602 P

518.383.8603 F

www.totaleventsNY.com

Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box
Sent: Friday, April 15, 2016 10:48 AM
To: Megan Barkevich
Cc: Hon Jill S Polk; Chana Ritter-Box
Subject: RE: Total Events Inquiry

Hi Megan,

Jill asked me to check in – can you please send the revised contract today?

Thanks

From: Chana Ritter-Box
Sent: Monday, April 11, 2016 2:57 PM
To: Megan Barkevich [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: RE: Total Events Inquiry

Hi Megan –

Jill asked me to email you to confirm that she would like to go ahead with renting the red carpet, Emmy statue, and dance floor. Can you please revise the contract to reflect those choices?

Thanks,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Friday, April 15, 2016 10:53 AM
To: Melissa [REDACTED]
Cc: Chana Ritter-Box
Subject: Contract via Megan

Hi Melissa –

I have been working with Megan on details regarding the bat mitzvah of Jill Polk's daughter, [REDACTED], on May 21, 2016. I emailed her on Monday asking for a revised contract – she wants to go with renting the red carpet, emmy statue, and dance floor – none of the other items. Any chance you could send that to us today?

Thanks so much,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Friday, April 15, 2016 11:33 AM
To: Hon Jill S Polk
Subject: FW: Total Events Job 16693-1
Attachments: 16693-1 04.15.16 at 11.18.AM.pdf

From: Melissa Carrier - Total Events [REDACTED]
Sent: Friday, April 15, 2016 11:22 AM
To: jspolk@[REDACTED]; Chana Ritter-Box [REDACTED]
Subject: Total Events Job 16693-1

Hi Chana, here is the updated proposal. It looked like Megan emailed it on Monday, sorry you did not receive.

To finalize the order, please sign the proposal & rental agreement and return to us with a 50% check deposit. Balance will be due by check one week prior.

Thank you for your order! Please let us know if we can assist you further with your event!

Melissa Carrier
Total Events – A Full Service Event & Party Rental Company
518-383-8602

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: FW: Jill Polk contract
Date: Friday, May 06, 2016 1:31:18 PM

From: Megan Barkevich [REDACTED]
Sent: Friday, May 06, 2016 1:29 PM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Jill Polk contract

You can fax or email it to me.

Lime Green napkins are rented by the dozen and are \$0.85/napkin!

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com
Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box [REDACTED]
Sent: Friday, May 6, 2016 1:19 PM
To: Megan Barkevich [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: RE: Jill Polk contract

Ok. What would be the best way to get you that information? I apologize for the oversight. Also, Jill would like to get a quote for adding lime green napkins to the order.

Thanks,
Chana

From: Megan Barkevich [REDACTED]
Sent: Friday, May 06, 2016 1:13 PM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Jill Polk contract

Hi Chana,

We got the paperwork and check in the mail today. There was no signature on quotation and the credit card form was not filled out. We do need to have a credit card on file for security purposes.

Thanks so much!

Best,

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com
Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box [REDACTED]
Sent: Tuesday, May 3, 2016 2:17 PM
To: Megan Barkevich [REDACTED]
Subject: RE: Jill Polk contract

Thanks! Just sent it.

From: Megan Barkevich [REDACTED]
Sent: Tuesday, May 03, 2016 1:21 PM
To: Chana Ritter-Box [REDACTED]
Subject: RE: Jill Polk contract

It's 4021 State Street. Send it to Schenectady NY 12304

Thank you!

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com
Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box [REDACTED]
Sent: Monday, May 2, 2016 10:37 AM
To: Megan Barkevich [REDACTED]
Subject: RE: Jill Polk contract

Hi Megan –

Jill got the contract and check returned to her in the mail over the weekend... We must have used the wrong address? 2021 State St, Niskayuna. What would be a better address to send it?

Thanks!
Chana

From: Megan Barkevich [REDACTED]
Sent: Thursday, April 21, 2016 2:43 PM
To: Chana Ritter-Box [REDACTED]; 'Melissa Carrier - Total Events'
[REDACTED]
Cc: Hon Jill S Polk [REDACTED]
Subject: RE: Jill Polk contract

Thank you, Chana!

Megan Barkevich
Director of Special Events
Total Events, LLC
[518.383.8602](tel:518.383.8602) P
[518.383.8603](tel:518.383.8603) F
www.totaleventsNY.com
Office Hours Monday, Wednesday, Thursday, Friday from 8-4pm.

From: Chana Ritter-Box [REDACTED]
Sent: Friday, April 15, 2016 1:47 PM
To: Megan Barkevich [REDACTED]; Melissa Carrier - Total Events
[REDACTED]
Cc: Hon Jill S Polk [REDACTED]; Chana Ritter-Box [REDACTED]
Subject: Jill Polk contract

Hi Megan and Melissa –

I am faxing you Jill's contract. I am putting the original in the mail with the check today.

Thanks,
Chana

From: [REDACTED]-POLK@NYCOURTS.GOV [mailto:[REDACTED]-POLK@NYCOURTS.GOV]
Sent: Friday, April 15, 2016 1:45 PM
To: Chana Ritter-Box [REDACTED]
Subject: From the chambers of Hon. J Polk

From: [REDACTED]-POLK@NYCOURTS.GOV
Sent: Friday, April 15, 2016 1:45 PM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16041512440.pdf



A Full Service
Event &
Party Rental
Company

Total Events
4021 State Street
Niskayuna, NY 12304

Voice: (518) 383-8602
Fax: (518) 383-8603
info@totaleventsny.com

Job provided on APR 15 16 For:
Jill Polk
Jill Polk

Phone: [Redacted] Ext:
Cell: [Redacted] Fax:

Quote By: Megan Barkevich
Our Job #: PRI - 16693-1
Job Status: Tentative Order
Purchase Order:

Ship Via:
Return Via:

Invoice To: Jill Polk

Job Site: Proctor's
Room: GE THEATRE
Address: 432 State Street

Schenectady, NY 12305

Contact: Kate [Redacted]

Terms: COD

Set Up Window			
Delivery from	Saturday	MAY 21 16	8:00AM
Delivery By	Saturday	MAY 21 16	12:30PM
Event Start	Saturday	MAY 21 16	4:00PM
Breakdown	Sunday	MAY 22 16	8:00AM
Out By	Sunday	MAY 22 16	12:00PM

Description: 5/21/16 Daughter's Bat Mitzvah in GE Theatre

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
-----	-------------	----------	------------	----------

General

1	6'X20' Red Carpet	1.00 Day(s)	120.00	120.00T
General Total:				\$ 120.00

Dance Floor

1	16'x18' Wood Grain Vinyl Dance Floor	1.00 Day(s)	550.00	550.00T
Dance Floor Total:				\$ 550.00

Decor

1	10' Gold Oscar Statue	1.00 Day(s)	195.00	195.00T
Decor Total:				\$ 195.00

Notes

1	Payment _____ initial Payments are due in full by cash or check one week prior to event. Final counts should also be given one week prior. Any additions or damaged/loss items will be charged to credit card on file.	1.00 Day(s)		0.00T
1	Minimum Order _____ initial During Peak Season, May-October, a Minimum Order is Required for Delivery. If your order falls below minimum order, you may be required to pick up/return your order.	1.00 Day(s)		0.00T
1	RE: DELIVERY _____ initial Total Events standard delivery hours are M-F 8am-6pm and Sat. 9am-4pm. Set-ups and breakdowns outside of these hours or on holidays will incur additional charges. *Sunday Morning Delivery is required by Venue.	1.00 Day(s)		0.00T
1	Set Up Window _____ initial Total Events requires a 3 hour window for delivery. If specific timing is necessary, or a smaller window of installation/breakdown is required additional charges will apply.	1.00 Day(s)		0.00T



A Full Service
Event &
Party Rental
Company

Total Events
4021 State Street
Niskayuna, NY 12304

Voice: (518) 383-8602
Fax: (518) 383-8603
info@totaleventsny.com

Job provided on APR 15 16 For:
Jill Polk
Jill Polk



Phone: [Redacted]
Cell: [Redacted]

Ext:
Fax:

Description: 5/21/16 Daughter's Bat Mitzvah in GE Theatre

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
-----	-------------	----------	------------	----------

Notes Subtotal:
Notes Total: \$ 0.00

Equipment Subtotal: 865.00
Equipment Total: \$ 865.00
Equipment Tax: \$ 69.20

Delivery & Pickup: \$ 175.00
Delivery Tax: \$ 14.00
Job Grand Total: \$ 1,123.20
PAID TO DATE: \$ 0.00
BALANCE: \$ 1,123.20



A Full Service
Event &
Party Rental
Company

Total Events
4021 State Street
Niskayuna, NY 12304

Voice: (518) 383-8602
Fax: (518) 383-8603
info@totaleventsny.com

To: Jill Polk
Jill Polk

Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

Ext:

Jul 6 23.20

From: Megan Barkevich
Attached: Job for 5/21/16 Daughter's Bat Mitzvah in GE Theatre

Job Start: MAY 21 16
Job End: MAY 22 16
Our Job #: 16693-1

Status: Tentative Order
Job Total: \$ 1,123.20
Terms: COD
Cover Pages: 3

PAYMENT & PRICING

Non-refundable deposits of 50% are due to reserve items. Full payment by check is due one week prior to event. If payment is not received, the credit card on file will be charged for the balance. Last minute items and/or lost/damaged items will be charged to credit card on file.

BOOKED BUSINESS

Total Events requires a signed proposal, rental agreement and credit card authorization to reserve your order. If a credit card is not provided, we require a security check until the event is completed for incidental costs.

EQUIPMENT USE

All equipment is to be used for its intended purpose. Use of the equipment for any other purpose than intended use may result in injury to persons or property, or death. Tents are not to be cooked under unless specifically designated in advance. Nothing can be installed, attached or secured on Total Events equipment without prior written approval. This is for your protection. If serious damage occurs, charges will apply. All equipment should be stored inside a covered, secure area. Equipment left outside will be subject to additional charges.

ACCIDENTS

Total Events is a Limited Liability Corporation and is not responsible for accidents or injuries caused directly or indirectly in the use of rented items. Chairs are designed to accommodate weights up to a maximum of 250 pounds. A weight limit in excess of this can result in damage to the equipment or personal injury in which case Total Events, LLC is not responsible or liable for.

RESPONSIBILITY

Clients are responsible for all applicable permits required by City, Town and other public entities. All gas lines, sprinklers, septic systems or other devices located on or under the ground surface should be clearly marked and identified for Total Events staff. Total Events is not responsible for damaging any underground devices not clearly marked.

DELIVERY

Total Events will set a delivery schedule with a 4 hour window unless scheduling arrangements have been made to accommodate a client's specific needs. If a site inspection has not been made prior to delivery, client must be on site or leave clear directions. Our trucks must have access to within 25 feet of instillation site. If this is not possible, we must be notified in advance. Tables and chairs are delivered in neat stacks in a mutually convenient location. Clients are responsible for setting up the tables and chairs unless arranged ahead of time with Total Events.

TENT INSTALLATION

Total Events reserves the right to cancel or postpone delivery/set up in the case of inclement weather that may risk the safety of Total Events' employees, patrons using the tent or that may cause severe damage to the tent. Tents are not safe shelter during inclement weather, such as a lightning storms or heavy winds. Tents should be evacuated during inclement weather to avoid injury. The client cannot remove any items installed by Total Events, such as lighting or side walls. Anything removed by the customer is subject to damage or cleaning charges.

PICK-UPS

Customers are responsible for leaving tables & chairs stacked neatly after event for pick-up & in an accessible location. Linen should be free of food and dry. Never place Linen in plastic containers or

bags. If any items are locked away or unable to be picked up, you will be charged an additional travel and rental fee.

INDEMNIFICATIONS & DEFENSE

Client assumes all risk and shall indemnify and hold Total Events harmless for any and all damages, costs, and expenses arising out of property and/or bodily injury (including death) resulting from the client's use and possession of equipment. Client assume all risks associated with the possession, use, transportation and storage of equipment. Accordingly, you hereby waive any and all liens and claims arising from or associated with, and agree to indemnify, defend and hold harmless the rental company from and against, any and all liabilities, claims, damages, losses, costs and expenses (including without limitation, attorneys' fees, claims for bodily injury(ies) (including death), property damage, loss of time and/or inconvenience) resulting from of arising in connection with such possession, use, transportation and/or storage, regardless of the cause and including any injuries and/or damages suffered by you and/or any third party(ies), except to the extent directly resulting from Total Events' intentional misconduct.

DAMAGE & MISSING ITEMS

Responsibility for all items will remain with the client from the time of receipt to the time of return. We charge for missing, broken/damaged items. Please be sure that equipment is protected from the elements. All items are for RENT including vases, centerpieces and signs. Missing items, such as vases, will be charged a replacement fee.

CANCELLATION POLICY

Deposits are non-refundable. Should you cancel your reservation, your deposit will be forfeited. Our office must receive any changes to your order 10 days prior to delivery. Changes after this time may be subject to additional fees. Minimum orders during peak season will apply.

Signature *Jill S Polk* Date 4/15/16

CREDIT CARD AUTHORIZATION FORM

Total Events must have a credit card number on file for security purposes. Any charges for damaged or missing items will be charged to credit card. Any last minute additions will also be charged the credit card.

DEPOSIT: A 50% deposit by cash or check is due to reserve your items.


REMAINING BALANCE: A cash or check payment for remaining balance is due a minimum of one week prior to delivery of equipment. Rentals will not be delivered if final payment is not received.


.....
 MasterCard Visa American Express

JILL S POLK 05-97 1728

[Redacted] 4/15/16 Date [Redacted]

Pay to the Order of Total Events \$ 623.20

One hundred twenty three and 20/100 Dollars 

 **SEFCU**
A Federal Credit Union
ALBANY, BINGHAMTON, BUFFALO, SYRACUSE

Date: _____
Total E _____
Signature: *Jill S Polk*

For donor fees, station, receipt

EXHIBIT E

From: Jill Polk [REDACTED]
Sent: Tuesday, March 01, 2016 11:50 AM
To: Chana Ritter-Box
Subject: FW: [REDACTED]'s bat mitzvah

Follow Up Flag: Follow up
Flag Status: Flagged

Chana,

Can you call Sue and set up a time to meet that works for both she and my schedule...thanks so much. jill

From: slitynsk [REDACTED]
Date: Thu, 4 Feb 2016 09:53:58 -0500
Subject: Re: [REDACTED]'s bat mitzvah
To: [REDACTED]

Hi Jill,

I have your luncheon on the calendar. We have a few approved caterers: Gershons, Turf Tavern, Glen Sanders, Riverstone, Saati, Homestyle, but if you have someone else you are interested in we can certainly talk to them, get their insurance info and use them. We try to keep the food "Kosher Style" so if you can avoid mixing milk with meat, and no shellfish or pork. If you want to serve alcohol you need to have a caterer with a liquor license and a bartender, and they need to provide us with the appropriate paperwork, and insurance. We can order linens. In general we have custodial staff but the caterer should provide some staff as well - either to work the buffet line, or to serve the food depending on what whether you do a sit down meal or buffet. We also have plates/glasses/silverware should you decide to not use paper.

The cost is based on the amount of time we use our custodial staff. Real dishes adds cost for pre washing and cleaning up afterwards. Dancing adds additional time. Size - over 100 people also effects the cost - just longer time to clean up.

I know I've just thrown you a lot of information. We can certainly meet and go over everything. What times work best for you to meet? I'm generally here 8-5 M,Th,F and 12 to 5 T,W.

Sue

On Fri, Jan 29, 2016 at 9:21 AM, Jill Polk [REDACTED] wrote:

Sue,

Hope all is well with you. I am not sure if I am suppose to make this request to you or someone else, but...I would like to have a Kiddush lunch at the temple after [REDACTED]'s Bat Mitzvah service. Her date is May 21, 2016. If this is possible, please send me in the direction to firm up, possible caterers (if there are restrictions), beverage restrictions, when I need to get you numbers, set up, linens etc. I know some of this is in the pamphlet I received some time ago and yes, I still have it and will read it. It is just that I have been meaning to send this email for over a month and finally my memory to do it and the opportunity to sit at a computer collided!! Thanks. Jill

--

Sue Litynski
Executive Director
Congregation Gates of Heaven
852 Ashmore Avenue
Schenectady, NY 12309



www.cgoh.org

From: Susan Litynski <[REDACTED]>
Sent: Wednesday, March 02, 2016 12:47 PM
To: Chana Ritter-Box
Subject: Re: [REDACTED] Polk's Bat Mitzvah

Hi Chana,
Let's do 4pm on Monday March 21st.
Thanks,
Sue

On Wed, Mar 2, 2016 at 9:38 AM, Chana Ritter-Box [REDACTED] wrote:

Good morning!

Jill asked me to touch base with you to schedule a time to meet up to discuss further details of [REDACTED]'s Bat Mitzvah. Days are generally quite busy with the Court calendar, but some evenings are available. Please let me know if any of these dates work for you:

Monday, March 21, 4pm

Monday, March 28, 4pm

Monday, April 4, 4pm

Thanks so much!

Chana

Chana Maya Ritter-Box

Secretary to Honorable Jill S. Polk

Schenectady County Family Court

620 State Street

Schenectady, NY 12305

[\(518\) 285-4301](tel:(518)285-4301)

--

Sue Litynski
Executive Director
Congregation Gates of Heaven
852 Ashmore Avenue
Schenectady, NY 12309

www.cgoh.org

From: Chana Ritter-Box
Sent: Tuesday, March 22, 2016 3:25 PM
To: Hon Jill S Polk; Chana Ritter-Box
Subject: Bat Mitzvah brunch

Bat Mitzvah food

I looked on the websites at Gershon's and Price Chopper. Gershon's says they only do catering on Sundays. Price Chopper has itemized/priced platters available – bagels, fruits, cheese, etc. I spoke with the deli and bakery, and it's much less expensive to simply buy by the pound or by the dozen.

PRICE CHOPPER – Saturday Kiddush

Bagels are \$8.49/dozen unless they are on sale BOGO for \$4.49/dozen

Tuna salad is \$7.99lb/serves 4 ppl

No egg salad.

Rotella pasta salad \$4.45lb

Greek pasta salad \$7.99lb

GERSHON'S – I am waiting for them to get back to me with pricing info.

SUNDAY BRUNCH

Innovo's serves brunch from 11am – 3pm

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Thursday, March 31, 2016 11:24 AM
To: Jill Polk
Subject: RE: Invites

I just left them a message now...

From: Jill Polk [REDACTED]
Sent: Thursday, March 31, 2016 11:14 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Can you please ask omelet king for a similar proposal

Sent from my iPhone

On Mar 31, 2016, at 11:03 AM, Chana Ritter-Box [REDACTED] wrote:

I spoke to Tony at Gershon's...

He worked off the figure of 130 ppl (figuring that kids eat half as much as an adult) and came to \$16.75 per person, with the additional cost of staff – he said you would need 2 staff members, at \$175 each. He is going to email the menu and proposal.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 1:45 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Nancy emailed me, sending you positive energy.

Sent from my iPhone

On Mar 30, 2016, at 1:09 PM, Chana Ritter-Box [REDACTED] wrote:

I spoke to the office... He said that judges do have to fill out the Attorney Registration form. Based on your interpretation of the referenced laws in the packet, he said you can either pay the fee or sign the Certificate of Retirement.

Honestly, he wasn't terribly helpful, and kept quoting the form back to me. I think this is a case of me not knowing the right questions to ask.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 12:59 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

I think we are exempt from all of it, since we do not need cle credit. Please call the number in the form-nyc ethics office, I think. I need to get an answer. Thanks

Sent from my iPhone

On Mar 30, 2016, at 12:51 PM, Chana Ritter-Box [REDACTED] wrote:

I spoke with Audrey, and she says that judges are exempt from the pro-bono part.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 12:05 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Chana, any word regarding my biannual registration. Thanks. J

Sent from my iPhone

On Mar 30, 2016, at 11:02 AM, Chana Ritter-Box [REDACTED] wrote:

I have attached the labels... hopefully you can open it on your computer!

Nancy is at the dr for her appointment... all is quiet here
😊

From: Hon Jill S Polk
Sent: Wednesday, March 30, 2016 10:57 AM
To: Chana Ritter-Box [REDACTED]
Subject:

Chana, good morning! Most invites are out...I have to add about 10-12. Can you send me the sheets by email so I can download,add and print Friday...if that is not possible, I will pick up the thumb drive Friday am. I need to change a few of the ones you already printed out...of course!! I am meeting the rental company at 9 Friday and then linda at GE at 11. If you hear from Shaw, please send on to me. Thanks again for all of your help. Love to you and nancy... j

<3.30 Address on Labels Bat Mitzvah.avery>

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#); [Jill Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Bat mitzvah kiddush menus
Date: Thursday, March 31, 2016 3:19:07 PM
Attachments: [mini kiddush menu.docx](#)
[kiddush menu.docx](#)

Jill,

Attached are the menus for “mini Kiddush” and “Kiddush” from Omelette King.

Hi Ms. Ritter, much thanks for calling to inquire about our bat mitzvah Kiddush catering services for Saturday, May 21 at Temple Gates.

I am attaching my two very popular menus (I am actually using the larger menu several times in May), and would be delighted to present our great homemade food to your group.

Additional staff fees for 125-150 people would be an additional \$250, and a team of four would work your event. Please let me know if you would like to meet to discuss the event or require any additional information. We have many local references and do many parties at area synagogues, including Temple Sinai, B'nai Sholom and Beth Emeth.

Much thanks,

Amy Kantor

Omelette King Catering

Saratoga Springs



From: Jill Polk [REDACTED]
Sent: Thursday, March 31, 2016 3:52 PM
To: Chana Ritter-Box
Subject: Re: Bat mitzvah kiddush menus

Schenectady is always better!

Sent from my iPhone

On Mar 31, 2016, at 3:51 PM, Chana Ritter-Box [REDACTED] wrote:

Ok. Amy said she can come to Schenectady if needed. Where would you like to meet her?

From: Jill Polk [REDACTED]
Sent: Thursday, March 31, 2016 3:49 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Bat mitzvah kiddush menus

Ok, [REDACTED] has a bar mitzvah in the am, so I could meet around 11. Thanks

Sent from my iPhone

On Mar 31, 2016, at 3:47 PM, Chana Ritter-Box [REDACTED] wrote:

Amy Kantor (Omelette King) is booked tomorrow, and on Monday she is having a medical procedure... so the earliest she can meet is Wednesday. Unfortunately, it looks like you have a skype meeting on Wednesday, Thursday you have [REDACTED] and need to leave at 3pm for [REDACTED]'s [REDACTED] appointment, and Friday you are having lunch with Phil Steck. She suggested Saturday April 9 as a good day to meet. She said she would be glad to hold the May 21st date for you.

From: Jill Polk [REDACTED]
Sent: Thursday, March 31, 2016 3:26 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Bat mitzvah kiddush menus

Chana, can you check their availability to meet tomorrow. I am free after 1

Sent from my iPhone

On Mar 31, 2016, at 3:19 PM, Chana Ritter-Box [REDACTED] wrote:

Jill,

Attached are the menus for “mini Kiddush” and “Kiddush” from Omelette King.

Hi Ms. Ritter, much thanks for calling to inquire about our bat mitzvah Kiddush catering services for Saturday, May 21 at Temple Gates.

I am attaching my two very popular menus (I am actually using the larger menu several times in May), and would be delighted to present our great homemade food to your group.

Additional staff fees for 125-150 people would be an additional \$250, and a team of four would work your event. Please let me know if you would like to meet to discuss the event or require any additional information. We have many local references and do many parties at area synagogues, including Temple Sinai, B'nai Sholom and Beth Emeth.

Much thanks,

Amy Kantor

Omelette King Catering

Saratoga Springs



<mini kiddush menu.docx>

<kiddush menu.docx>

From: Antonio Lauria [REDACTED]
Sent: Saturday, April 02, 2016 11:57 AM
To: Chana Ritter-Box
Attachments: Scan0001.pdf

Hi Hana give ma a call with any questions .thank you
Tony

63318

110 ADULTS

40 KIDS

EMAIL: _____ PHONE: _____

BILL TO: POLK COUNT: _____ CELL PHONE: _____

DAY: SAT DATE: 5-21 TIME: _____

CONTACT: HANA

DEL. OR P/U: TEMPLE

RB _____ SWISS _____ POT. _____ RYE _____

HAM _____ AMER. _____ CS _____ HR _____

TURK. _____ PROV. _____ GARD. _____ DR _____

CB _____ MUNST. _____ MAC. _____ ITAL. _____

PAST. _____ FR. ROLLS _____

SAL. _____ ADD STRAWB. BAGELS

GEN. _____ TOSSED PARM. _____

PESTO SALAD B.C. _____ ITAL. BUTT. _____

FRUIT SALAD HOT: _____

CHEESE PLATTER CRACKER

FRUIT GARNISH

TUNA SALAD MOLD KUGEL

EGG SALAD MOLD

T-O-E

CC-VEE

BEVERAGES: ASST-SODA - JUICES ICE: _____

DESSERTS: RUBLACH - CRUMBS-CAKE - COOKIES TRAYED: _____

PAPER: _____ T.C. _____ UTENSILS _____ SM. PLATES _____

CHAFING DISH: _____ COLD CUPS: _____ BRD TRAY _____ MISC: _____

COFFEE POT: REG DC TEA _____ FOOD TOTAL _____

SERVICE: LINEN _____

HOT CUPS: _____ 16.75 /P RENTALS _____

C/C# _____ + STAFF _____

EXP _____ STAFF SUBTOTAL _____

SEC _____ \$175.00 EACH TAX _____

ZIP _____ TAX + TOTAL _____

ADDRESS # THANK YOU BILLED _____

D.S. TONY. PAID _____

From: omelette [REDACTED]
Sent: Tuesday, April 05, 2016 3:03 PM
To: Chana Ritter-Box
Subject: Re: RE: RE: Bat Mitzvah

Follow Up Flag: Follow up
Flag Status: Completed

Excellent....I will wait for her in the lobby...thank you! Amy

----- Original message-----

From: Chana Ritter-Box
Date: Tue, 4/5/2016 1:08 PM
To: omelette [REDACTED]
Cc: Chana Ritter-Box;
Subject: RE: RE: Bat Mitzvah

Amy,

I spoke with Jill, and on second thought she thinks that Gates of Heaven would be fine – so she will meet you there this Saturday at 11am. Her cell phone is [REDACTED].

Thanks,
Chana

From: omelette [REDACTED]
Sent: Saturday, April 02, 2016 6:05 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: RE: Bat Mitzvah

Thank you. I can meet Ms. Polk at any location that is convenient for her and will check back in next week.
Amy Kantor, Omelette King Catering

----- Original message-----

From: Chana Ritter-Box
Date: Fri, 4/1/2016 4:03 PM
To: [omelette](#) [REDACTED]
Cc: Chana Ritter-Box;
Subject: RE: Bat Mitzvah

April 9 at 11am sounds great. I will talk to Jill and firm up the location to meet. Gates probably won't work because there is going to be a Bat Mitzvah there at that time. Her cell is: [REDACTED].

Thanks and have a great weekend!

From: [omelette](#) [REDACTED]
Sent: Thursday, March 31, 2016 4:48 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Bat Mitzvah

That is perfect...we can meet at Gates or Bruegger's, her choice...My cell is [REDACTED] and I probably should have hers...Thank you for making the arrangements. Amy Kantor

----- Original message-----

From: Chana Ritter-Box
Date: Thu, 3/31/2016 3:55 PM
To: [omelette](#) [REDACTED]
Subject: Bat Mitzvah

Amy,

I spoke with Jill – she is available Saturday, April 9th at 11am if that works for you. Her daughter will be at a bat mitzvah, so it would just be you and her meeting to discuss the menu. If you can come to Schenectady/Niskayuna area that would be great.

Thanks,
Chana

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: April 9, 11am
Date: Wednesday, April 06, 2016 8:25:00 AM

tx

From: Chana Ritter-Box
Sent: Tuesday, April 05, 2016 3:12 PM
To: Hon Jill S Polk [REDACTED]
Subject: April 9, 11am

You are confirmed to meet with Amy Kantor from Omelette King on Saturday, April 9, 11am at Gates of Heaven.

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Friday, April 08, 2016 1:23 PM
To: omelette [REDACTED]
Subject: RE: Bat mitzvah kiddush menus

Thanks!

From: omelette [REDACTED]
Sent: Friday, April 08, 2016 11:24 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Bat mitzvah kiddush menus

Just confirming tomorrow 11 a.m. at Temple Gates. My husband and catering partner Jeff Michalofsky is coming, too. Thank you! Amy Kantor

On 03/31/16, Chana Ritter-Box [REDACTED] wrote:

Amy,

Thanks so much for getting back to me regarding the May 21st Kiddush menu! Jill would like to meet with you to talk it over. Are you available tomorrow (April 1) in the afternoon, anytime after 1pm?

Thanks,

Chana

From: [REDACTED]-POLK@NYCOURTS.GOV
Sent: Monday, April 11, 2016 11:10 AM
To: Chana Ritter-Box; Hon Jill S Polk
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16041110100.pdf

THE OMELETTE KING CATERING COMPANY...CELEBRATING OUR 20TH YEAR!!

6 GLENMORE AVENUE ♦ SARATOGA SPRINGS, NEW YORK 12866

██████████ CELL: ██████████

omelette.██████████ ♦ www.omeletteking.biz

CATERING CONTRACT April 8, 2016

Jill Polk

████████████████████
██
██

BAT MITZVAH KIDDUSH LUNCHEON FOR DAUGHTER ██████████

SATURDAY, MAY 21, 2016, APPROXIMATELY 12 O'CLOCK NOON

CONGREGATION GATES OF HEAVEN

852 ASHMORE AVENUE, SCHENECTADY, NEW YORK 12309 (PH: 374-8173)

APPROXIMATELY 125 GUESTS — to be determined (JP)

PRICE: \$12.95 PER PERSON, PLUS SALES TAX AND 18 PERCENT GRATUITY

~~DEPOSIT OF \$200 REQUIRED TO SECURE THE DATE, ADDITIONAL PAYMENT OF \$500 REQUIRED TWO WEEKS PRIOR TO EVENT, WITH FINAL PAYMENT DUE AT CLOSE OF EVENT~~

MENU

Bagels served with cream cheese and butter

Egg salad

Tuna salad OR half tuna salad/half tarragon chicken salad

Israeli salad

Green bean salad in citrus dressing

Asian pasta salad in soy brown sugar sauce with mushroom and scallion garnish

Assorted cheese platter

Baby spinach salad with beets, oranges, cukes, carrots, dried cranberries in homemade balsamic vinaigrette

Fresh fruit platter

Brownies, cookies and homemade rugelach

Coffee, decaf, tea, soft drinks

All paper and plastic goods

ADDITIONAL STAFF FEE OF \$180 for team of four (4), including Amy and Jeff

OPTIONAL: DAIRY NOODLE KUGEL WITH PINEAPPLE FILLING: \$125, CLIENT IS WELCOME TO PROVIDE HER OWN KUGEL

YOUR CHEFS: AMY KANTOR & JEFFREY MICHALOFSKY & ASSOCIATES

THE FINE PRINT:

Grape juice, challah and wine are the responsibility of the client

(The Omelette King does not supply alcohol)

Tablecloths for seating and centerpieces for those tables are the responsibility of the client (The Omelette King supplies linens for buffet/food and beverage presentation)

Client to use "house" tablecloths....ROYAL BLUE

Facility must be placed in "ready to go" condition for the event and furniture will be left "as is" following the event

Kitchen use/custodial fees are the responsibility of the client

YOUR CHEFS: AMY KANTOR & JEFFREY MICHALOFSKY & ASSOCIATES

PLEASE RETURN THIS PORTION OF THE CONTRACT, SIGNED AND DATED, TO THE OMELETTE KING CATERING, 6 GLENMORE AVENUE, SARATOGA SPRINGS, NEW YORK 12866 TO SECURE THE DATE. THANK YOU!!

SIGNATURE

Jill S. Poll

DATE

8/11/12

PLEASE PRINT NAME ALSO

Jill S. Poll

From: omelette [REDACTED]
Sent: Wednesday, April 13, 2016 8:41 AM
To: Chana Ritter-Box
Subject: Re: Polk contract

Hi Ms. Ritter..... thank you so much for sending the contract from Judge Polk. We definitely understand that the numbers are loose so far and will watch it as we go.....Hope you are attending the mitzvah and it will be here before you know it!
Regards, Amy Kantor and Jeff Michalofsky, Omelette King Catering

On 04/11/16, Chana Ritter-Box [REDACTED] wrote:

From: [Betsy Manware](#)
To: [Chana Ritter-Box](#)
Subject: RE: [REDACTED]!
Date: Monday, April 25, 2016 5:30:44 PM

Hi Chana,

I just wanted to check in to see if Jill has made any decisions?
Thanks!

Betsy

From: Chana Ritter-Box [REDACTED]
Sent: Wednesday, April 13, 2016 3:12 PM
To: Betsy Manware
Cc: Chana Ritter-Box
Subject: RE: [REDACTED]!

Betsy,

Thanks so much for sending over the menu and information. I went over it with Jill, and here are her thoughts:

Cold Display sounds great

Passed Hors D'oeuvres – chicken sate, shrimp cocktail, and spinach/feta phyla
- What would be the cost to add one more selection?

Salad Station sounds great, can we add roasted veggies?

Hot Station – Grilled Salmon and Chicken Marsala

Pasta Station sounds great, with a portion made Gluten Free

Children Station sounds great – can you make some of the Mac and Cheese with GF noodles?

Additional questions:

- Do you offer dessert options? We are thinking cookies and small pastries. Please advise of pricing.
- Can you add a station with Shirley Temples for the kids? Please advise of pricing.
- Can you please send me a pdf with linen/napkin color selections?

FYI, the party will be from 6 – 11pm at the GE Theatre, Proctors.

Thanks so much for all your help.

Chana

From: Betsy Manware [REDACTED]
Sent: Tuesday, April 12, 2016 6:25 PM
To: Chana Ritter-Box [REDACTED]
Subject: [REDACTED]!

Hi Hannah,

I have attached the menu/proposal for Jill. If you could share it with her that would be great. Although I have a child price listed I also configured that some would eat some of the adult food. I know She mentioned gluten free and non dairy. We can make a side of the Orecchiette past gluten free. As far as the kids I chose Baked Mac and Cheese. If you feel that you would like a gluten free option pasta for them we always can do some with marinara. I priced the linens as a standard polyester. I believe the colors [REDACTED] has chosen are available in the standard selection. Being that there are several stations of food do you plan on having seating for all of the guests? If so, is it 60inch or 72' rounds? All china and glassware is included along with full service.

If the choices I have selected for the chicken or pasta are hitting your palette we can substitute. If you have any questions let me know!

Thanks,

Betsy

From: omelette [REDACTED]
Sent: Sunday, May 08, 2016 10:38 PM
To: [REDACTED]; Chana Ritter-Box
Cc: slitynsk [REDACTED]
Subject: Bat mitzvah!

Hi Jill.....Happy Mother's Day! Wow, it is MAY! Time is flying as it always does and your daughter's bat mitzvah will be here very soon. I have a few quick questions as we draw closer.....first, what are your numbers so far?
Second.....will you be needing us for the oneg on Friday? We are still available.
Third.....what are you doing about the kugel?
Fourth.....Do you want half chicken salad with the tuna?
Question five.....Have you talked with Sue Litynski about your linens? The order has to be in by May 18.

Question six.....regarding soda I always ask B.M. parents if there are some soft drinks we should avoid such as Mountain Dew, or orange with all the teenagers and children attending.
I will go with your decision no questions asked.

Back to the linens, Sue is recommending that I order bottom tablecloths from her supplier (it is a very low price, like \$2 per tablecloth, which I would pay for) and it would be the blue/navy shade used by Temple Gates.
So I am going to do that and will use my accent linens to stay within our color scheme.
Sue was also wondering if you wanted linen napkins but I told her that I doubted it and that I was supplying all "paper" which includes napkins.
I am meeting with Sue and Matt the custodian on Tuesday, May 17 at 1 p.m. to go over specifics, logistics, etc.
I don't think you need to attend (that's why you have me) but you obviously can if your schedule allows.
At any rate, let's stay in close contact during the next two weeks, so we can make this party perfect.

EXHIBIT F

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Capital Disc Jockeys
Date: Friday, October 23, 2015 2:40:00 PM

Maybe 4-5 hours..thanks so much.

From: Chana Ritter-Box
Sent: Friday, October 23, 2015 2:39 PM
To: Hon Jill S Polk [REDACTED]; Tennyson, Lorinda (DOT) [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Capital Disc Jockeys

I have a contact for you at CapitalDiscJockeys.com - Sari Medick. She owns Tiny Tots Tea Room, and also manages CDJ and Photobooth. She says she can give a price quote if you know how many hours you are looking for... her number is [REDACTED].

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: The Meeting Has Been Rescheduled For Friday, March 25th-11am.
Date: Friday, March 04, 2016 9:17:00 AM

Can you please put this in my scheduler and also contact Shaw for a meeting to firm up the menu.
Thanks so much. j

From: Linda Terricola [REDACTED]
Sent: Friday, March 04, 2016 8:15 AM
To: Michael Schauf [REDACTED]
Cc: Dylan Cowles [REDACTED]; Jill Polk [REDACTED]; Hon Jill S Polk [REDACTED]; Doug Travins [REDACTED]
Subject: The Meeting Has Been Rescheduled For Friday, March 25th-11am.

Good Morning,

Due to some conflicts, I'd like to reschedule our meeting to Friday, March 25th at 11am. I would appreciate all involved with the schedule, setup, lighting and audio to attend.

Thanks so much and we look forward to working with you all.

Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs
Phone: [REDACTED]
Email: [REDACTED]
Web: <http://www.eclecticsongs.com/>
Facebook: www.facebook.com/EclecticSongs

| |

From: Michael Schauf [REDACTED]
To: "eclecticsongs" [REDACTED]
Cc: Dylan Cowles [REDACTED]
Sent: Thursday, March 3, 2016 5:25 PM
Subject: Hello

I'm away for a week. Dylan our lighting tech for the room might be able to accommodate you.

Michael R Schauf
Ge House Technician
Proctors

From: Linda Terricola [REDACTED]
Sent: Friday, March 04, 2016 6:30 PM
To: Chana Ritter-Box; dcowles [REDACTED] mschau [REDACTED]
dougtravz [REDACTED]
Subject: Re: Polk Bat Mitzvah

Let's plan on meeting at 11:30am.

Thanks, have a great week-end!

Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs
Phone: [REDACTED]
Email: [REDACTED]
Web: <http://www.eclecticsongs.com/>
Facebook: www.facebook.com/EclecticSongs



From: Chana Ritter-Box [REDACTED]
To: "dcowles [REDACTED] <dcowles [REDACTED]>" "mschau [REDACTED] <mschau [REDACTED]>"
"dougtravz [REDACTED] <dougtravz [REDACTED]>" "eclecticsongs [REDACTED] <eclecticsongs [REDACTED]>"
Cc: Chana Ritter-Box [REDACTED]
Sent: Friday, March 4, 2016 2:01 PM
Subject: Polk Bat Mitzvah

Good afternoon!

Jill can attend the Friday, March 25th meeting, but due to her Court calendar, she may not be there until closer to 11:30am.

Thank you,
Chana

Chana Maya Ritter-Box

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Stre
Schenectady, NY 12305
(518) 285-4301

From: Linda Terricola [REDACTED]
Sent: Friday, March 04, 2016 8:15 AM
To: Michael Schauf [REDACTED]
Cc: Dylan Cowles [REDACTED]; Jill Polk [REDACTED]; Hon Jill S Polk
[REDACTED]; Doug Travins [REDACTED]
Subject: The Meeting Has Been Rescheduled For Friday, March 25th-11am.

Good Morning,

Due to some conflicts, I'd like to reschedule our meeting to Friday, March 25th at 11am. I would appreciate all involved with the schedule, setup, lighting and audio to attend.

Thanks so much and we look forward to working with you all.

Linda

From: [REDACTED]-POLK@NYCOURTS.GOV
Sent: Thursday, April 28, 2016 12:02 PM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16042811020.pdf

ECLECTIC SONGS

www.eclecticsongs.com

BAR/BAT MITZVAH INFORMATION FORM

FULL NAME: Jill Polk - parent; [redacted] Polk - child

PHONE NUMBERS: C: [redacted]; W: 285-4301; H: [redacted]

EMAIL ADDRESSES: [redacted]

DATE OF PARTY 5/21/16

TIME OF EVENT: FROM 6 TO 11

HOW MANY GUESTS EXPECTED TO ATTEND? ~~150~~ 120

WOULD THE GUEST OF HONOR LIKE TO BE INTRODUCED?

YES ✓

NO _____

WOULD YOU LIKE HIS/HER INTRODUCTION TO BE?

FORMAL INTRODUCTION _____

INFORMAL INTRODUCTION _____ ✓

IS THERE A PARTICULAR SONG YOU WOULD LIKE TO BE PLAYED

AS WE INTRODUCE HER? No

SONG _____ ARTIST _____

WOULD YOU LIKE THE PARENTS, GRANDPARENTS, AND/OR SIBILINGS
INTRODUCED?

YES _____

NO _____ ✓ ✓

PARENT(S)NAME

Jill Polk _____

GRANDPARENT(S) NAME

Lenora Polk _____

SIBLING(S) NAME TO BE INTRODUCED

WILL THE SWEET 16 GUEST OF HONOR BE DOING THE FAMILY

INTRODUCTIONS?

YES _____

NO _____ ✓

CANDLE LIGHTING CEREMONY-GRAND ENTRANCE

HOST(s): _____

SONGS _____

1ST SIBLING: _____

SONG _____

2ND SIBLING: _____

SONG _____

3RD SIBLING: _____

SONG _____

4TH SIBLING _____

SONG _____

5TH SIBLING _____

SONG _____

GUEST OF HONOR _____

SONG _____

MOTZI, TOAST

PLEASE INCLUDE WHICH INDIVIDUALS WILL BE PERFORMING THESE HORORS:

1ST GUEST: Richard Teplitsh

2ND GUEST: _____

3RD GUEST: _____

4TH GUEST: _____

CANDLE LIGHTING (Include the names of people who will be coming to the cake. Write the names just the way they will be announced, e.g. Mom-Rose, Pop- Marvin, Aunt Carol, Uncle Steve, Cousins Amy and Justin, etc. The usual order for lighting the candles is grandparents, aunts, uncles, cousins, older relatives, younger relatives, parent's friends, child's friends, parents, siblings, and Bar/Bat Mitzvah Boy/Girl. The usual amount of candles is 14-13 candles and one for good luck. Try to group relatives and friends together to, as best as possible, keep the amount of candles to 14. If you would like to include a memory candle to acknowledge a deceased loved one, you can indicate that on the sheet as well. You will also need to choose songs to coordinate with each candle. You may choose all Jewish music, any other song-preferably upbeat, or combination of both. You may want to match a specific song to each person or group of people lighting the candle. If you don't have specific preferences for songs, we will choose the upbeat music to compliment each candle for you).

1ST NAME(S) ^{Country} North People _____

SONG Country Roads take us home

2ND NAME(S) Hebrew Class

SONG Celebration

3RD NAME(S) Rachel + Gregory Teplitsky

SONG Uptown Funk

4TH NAME(S) Grandma

SONG The Best is Yet to Come

5TH NAME(S) ~~My~~ Teachers

SONG ABC

6TH NAME(S) Chana + Nancy

SONG Count on me

7TH NAME(S) ~~My~~ School Friends

SONG Whip the Ne Ne

8TH NAME(S) Tom, Michael, Laura, Melissa

SONG Buffalo Shout Song

9TH NAME(S) Beth, Alex, + Jim

SONG Theme from Star Wars

10TH NAME(S) Uncle Richard + Aunt Wendy

SONG ~~10~~ To Life

11TH NAME(S) Babe

SONG Dynamite

12TH NAME(S) Mom

SONG Happy by Pharrell

13TH NAME(S) [REDACTED] Pate

SONG Confident by Demi Lovato

14TH NAME(S) _____

SONG _____

CONSIDERATIONS AND OPTIONS:

WILL THE GUEST OF HONOR BE HAVING A SPECIAL DANCE WITH SOMEONE? IF SO, WITH WHO? _____

YES _____

NO _____

IF NO, WHAT SONG WOULD YOU LIKE PLAYED?

SONG _____ ARTIST _____

ANYONE TO CUT IN? IF SO, WHO? _____

WILL ANYONE BE OFFERING A MOTZI, TOAST? IF YES, GIVEN BY WHO?

~~MODERN ROCK:~~ _____

CLASSIC ROCK: ✓ _____

OLDIES: ✓ _____

DISCO: ✓ _____

ETHNIC: *More Nojels* _____

~~ALTERNATIVE:~~ _____

80'S-90'S: *Some* _____

CURRENT POP/DANCE: ✓ _____

HIP HOP: *Some* _____

COUNTRY: _____

~~TECHNO:~~ _____

~~RAP:~~ _____

SPECIAL "MUST HAVE" SONGS YOU WOULD LIKE PLAYED?

SONG

ARTIST

Bill's Shout Song
Have Nagila

Super freak Rick James

party dance songs - all years

We are family

~~Whisper it~~

Twist

ANY SPECIAL DEDICATIONS OR ANNOUNCEMENTS

JSP - thank you - we can arrange

WOULD YOU LIKE ANY CONTESTS/GAMES PLAYED:

IF SO, PLEASE LIST: E.G.: LIMBO ROCK, FREEZE, MUSICAL CHAIRS, ETC.

~~Up in the Air, Mummy, Cha Cha Slide~~
~~Electric Slide, Mashed Potatoes~~
~~Jump on it~~
Freeze, Limbo Rod

HORA

(Please indicate which immediate family members you would like to be lifted
In the CHAIR during the HORA.)

1st to be Lifted: _____ Polk

2nd to be Lifted: _____ Jill Polk

3rd to be Lifted: _____ Lenore Polk

4th to be Lifted: _____

5th to be Lifted: _____

6th to be Lifted: _____

WHAT, (IF ANY), PARTICIPATION DANCES WOULD YOU LIKE?

✓ **MACARENA:** _____

✓ **CHICKEN DANCE:** _____

✓ **ELECTRIC SLIDE:** _____

CUPID SHUFFLE: _____

✓ **CHA CHA SLIDE:** _____

✓ **COTTON EYED JOE:** _____

✓ **CONGA:** _____

✓ **LOCOMOTION:** _____

✓ **YMCA:** _____

THE HUSTLE _____

LIMBO ROCK _____

✓ WATCH ME (NAE NAE SONG) _____

✓ GANGNAM STYLE _____

THE WOBBLE _____

✓ JUMP ON IT _____

OTHER: _____

OTHER SPECIAL REQUESTS _____

COLOR(S) THEME Lime, Blue + Purple

PLEASE LIST SONGS, IF ANY FOR A DO NOT PLAY LIST

The Wobble

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: Hava Naglia..Which Version?
Date: Tuesday, May 17, 2016 12:05:00 PM
Attachments: [Jewish Songs - Hava Nagila.mp3](#)
[Jewish Songs - Wedding - Hava Nagila.mp3](#)

From: Linda Terricola [REDACTED]
Sent: Tuesday, May 17, 2016 10:24 AM
To: Hon Jill S Polk [REDACTED]
Subject: Hava Naglia..Which Version?

Okay, Well I have several additional cds for you and [REDACTED] to give to whomever you'd like, probably 25.

I am working on the playlist as I write this. I have attached two versions of Hava Nagila , let me know which one you'd like.

Thanks
Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs
Phone: [REDACTED]
Email: [REDACTED]
Web: <http://www.eclecticsongs.com/>
Facebook: www.facebook.com/EclecticSongs



From: Hon Jill S Polk [REDACTED]
To: Linda Terricola [REDACTED]
Sent: Tuesday, May 17, 2016 10:00 AM
Subject: RE: Updated Schedule

Just an fyi – there are only going to be about 35 kids

From: Linda Terricola [REDACTED]
Sent: Sunday, May 15, 2016 10:32 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Updated Schedule

Hi Jill,

I plan on not giving prizes to the 50 kids that will be attending, rather they each will get a cd(with [REDACTED]'s selected songs and her photo), hat and glow sticks for bracelets and necklaces. My belief is that each kid should go home with something and they will absolutely love these items. I will provide you, your Mom and a few special people with a cd as well. I am giving [REDACTED] 13 glow sticks(additional cds mixes), and hat. With less than a week away, it will be difficult to find the other items that [REDACTED] requested, if I had know a couple of weeks ago, I would have made every effort to find these items. But I will check the Dollar Stores, the companies that I buy these type of items wouldn't be able to ship them in time. If I am able to find some of these items, I will only buy a few for 1st place winners.

As far as the games, Tom(photoboth) is going to help me and we will do the games that you requested as well as wrap the mummy, freeze, and limbo rock(revised). How much time would you like to spend on these games?

I appreciate you sending me the updated schedule tomorrow which includes the time line of each event.

Thanks so much!

Linda

Linda L. Terricola

MC/DJ, Owner

Eclectic Songs

Phone: [REDACTED]

Email: [REDACTED]

Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

From: Hon Jill S Polk [REDACTED]
To: Linda Terricola [REDACTED]
Sent: Sunday, May 15, 2016 9:32 AM
Subject: RE: Updated Schedule

Here is the updated schedule – [REDACTED] is so excited and really looking forward to you leading the way to make this a fun night! [REDACTED] went to a Bat Mitzvah yesterday and has a few new requests. I told her I did not know if you would be able to honor them on such short notice, but that I would ask. So here they are – Musical chairs but with a twist – essentially it is like I Spy or a scavenger hunt – rather than stopping the music while kids go around chairs, you ask the kids to go get something (an object ie napkin, pen, etc or person) and when you stop the music, the person who does not have the item or thing loses and a chair is taken away – so they start each round sitting in the chairs. The second game was each kid picks an adult and based on the music of their generation which you then play – the adult teaches the kid a dance move and the kids teach the adults a dance move. She also requested for prizes: cool hats, cool sunglasses, glowing bracelets and necklaces and light up hair extension, the long arm mesh gloves – that crap all kids adore!! I recognize the time limitations and that these request may not be able to happen...but thanks for trying! She wants a lot of participatory games and dances – she wants people up and having fun!!! I told her you are no doubt the one for that! Thanks. jill

From: Linda Terricola [REDACTED]

Sent: Saturday, May 14, 2016 9:26 AM

To: Hon Jill S Polk [REDACTED]; Jill Polk [REDACTED]

Subject: Updated Schedule

Good Morning Jill,

I was hoping that you would send me the updated schedule today, tomorrow or at least by Monday at the latest. It is my understanding that [REDACTED] is going to call up everyone that is involved in the candle lighting ceremony. As soon as she announces each guest, I will play the song chosen for 15-30seconds prior to her reading her tribute.

It would be helpful after you send me the updated schedule to have a 10 minute conversation over the phone. I truly appreciate your busy schedule, but if we could do this on Tuesday night after work say around 7pm, that would be so helpful!

Thanks sooo much!

Have A Wonderful Week-End!

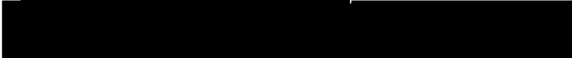
Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs

Phone:



Email:



Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah
Date: Tuesday, May 17, 2016 12:12:00 PM

Can you set up a meeting with Dillon for Wednesday or Thursday to give him the slide show and movie and to discuss lighting.

From: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 1:38 PM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

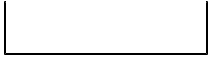
Hi Jill!

Great News! I just talked to Dillon and he said that if you provide the flash drive, he will be able to operate it as a slide show. I didn't talk to him about lighting, maybe you could give him a call, his number(in case you don't have it with you) is [REDACTED].

Thanks so much!

Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs
Phone: [REDACTED]
Email: [REDACTED]
Web: <http://www.eclecticsongs.com/>
Facebook: www.facebook.com/EclecticSongs



From: Hon Jill S Polk [REDACTED]
To: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 10:14 AM
Subject: RE: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Thank you so much. I already scanned the photos – I need to download some others to the same thumb drive – I plan on doing this tonight. I do not know if Dillon can then just play it as a slideshow. I think I have figured it out – it is not sophisticated and does not have those wonderful transitions that someone who knows what they are doing can do...but it may suffice for some background cinema!! If Doug can help, wants to help, etc. please send him my way! Thanks so much. j

From: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 9:30 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Hi Jill,

I did call Dillon to see about the movie and scanning of photos, lighting, left a message for him. How many photos are you talking about scanning? Do you want the movie and photos together in one show?

Let me know as I am putting my feelers out to find someone and maybe even Doug.

Thanks
Linda

Linda L. Terricola

MC/DJ, Owner

Eclectic Songs

Phone: [REDACTED]

Email: [REDACTED]

Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

[REDACTED]

From: Hon Jill S Polk [REDACTED]
To: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 9:22 AM
Subject: RE: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Yes – you did tell me – I just forgot the date and was checking. Glad all is going good. I will try to send the updates schedule tomorrow – thanks for your help. j

From: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 9:05 AM
To: Hon Jill S Polk [REDACTED]
Subject: Re: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Hi Jill,

We already met with Dillon last Friday at 11am. I believe that I did email that to you, but I think you were out of town.

Dillon did mention that he would like to go over lighting with you. We have everything else discussed and Doug even brought the video camera and took some test shoots.

I believe that there is a place in Albany and I forgot what the name of it is. Gee, I wish I had known this earlier as I would have found someone to do this for you. I will research this and try to find someone for you. Actually, I would ask Dillon, I bet he would know or he may even be able to do it. I may even ask Tom(Photobooth) if he does this or knows someone.

Sorry, I wish that I could have been more help.

Will you be sending me the updated schedule tomorrow? I would so appreciate it.

Thanks so much!

Linda

Linda L. Terricola

MC/DJ, Owner

Eclectic Songs

Phone:

Email:

Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

From: Hon Jill S Polk

To: Linda Terricola [REDACTED]
Sent: Thursday, May 12, 2016 8:21 AM
Subject: RE: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Linda – are you meeting Dylan tomorrow at 1 at the GE theater? I may show up to discuss lighting, playing a cd of [REDACTED] pictures and a cd of a movie. Do you know anyone who compiles a slideshow of pictures both pictures that need to be scanned as well as picture on the computer? Thanks. jill

From: Linda Terricola [REDACTED]
Sent: Wednesday, May 11, 2016 9:10 AM
To: [REDACTED]@1dj4u.com
Cc: Hon Jill S Polk [REDACTED]; Jill Polk [REDACTED]
Subject: Re: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Hi Tom,

Jill would prefer that you contact her by email as she's in and out of court. Have a safe trip up and back. Beautiful weather for driving!

Please call me tomorrow between 9am.-12noon.

Thanks so much!

Linda

Linda L. Terricola

MC/DJ, Owner

Eclectic Songs

Phone: [REDACTED]

Email: [REDACTED]

Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

From: "tom [REDACTED]"
To: Linda Terricola [REDACTED]
Cc: Hon Jill S. Polk [REDACTED]; Jill Polk [REDACTED]
Sent: Wednesday, May 11, 2016 8:28 AM
Subject: Re: Please contact Jill Polk Regarding Photobooth for May 21st BatMitzvah

Hi Linda & Jill,

I am currently in transit to MA to pick up my daughter from college and do not have any paperwork with me! I will call tomorrow (5/12) between 9 and noon to talk!

DJ Tom Foster
Spinner Productions
[REDACTED]
www.1dj4u.com

On May 10, 2016, at 4:02 PM, Linda Terricola [REDACTED] wrote:

Hi Tom,

Please contact Jill Polk regarding the photobooth for [REDACTED]'s BatMitzvah on May 21st.

I have cc Jill so that you have her emails.

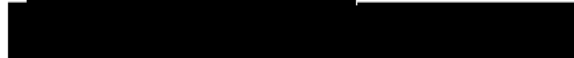
Thanks
Linda

Linda L. Terricola
MC/DJ, Owner
Eclectic Songs

Phone:



Email:



Web: <http://www.eclecticsongs.com/>

Facebook: www.facebook.com/EclecticSongs

From: Hon Jill S Polk
Sent: Tuesday, March 29, 2016 8:53 AM
To: Chana Ritter-Box
Subject: FW: 5/20 Room Block
Attachments: 5-20-16 [REDACTED] Bat Mitzvah.xlsx

Follow Up Flag: Follow up
Flag Status: Completed

fyi

From: Justin Grim [REDACTED]
Sent: Wednesday, March 16, 2016 12:51 PM
To: Hon Jill S Polk [REDACTED]
Subject: 5/20 Room Block

Hello Hana,

I have attached the contract for [REDACTED]'s Bat Mitzvah. All I need is for you to confirm everything is correct. I can set up the block as soon as I get your approval.

Thank you,

Justin Grim
Assistant General Manager

Hampton Inn & Suites Albany Airport
45 British American Blvd.
Latham, NY 12110
518-782-7500

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton and its affiliates accept no liability arising in connection with this transmission. Copyright 2016 Hilton Worldwide Proprietary and Confidential

From: Justin Grim [REDACTED]
Sent: Tuesday, March 29, 2016 12:47 PM
To: Chana Ritter-Box
Subject: RE: [REDACTED]'s Room Block

Follow Up Flag: Follow up
Flag Status: Flagged

I have finalized the block. Your guests may make their reservations at any time between now and April 20th. I have a list of directions below. Please let me know if there is anything more I can do for you.

Directions to The Hampton Inn & Suites Albany Airport

From I-87 take exit 6 Route 7 West for 2.9 miles – left at light onto British American Blvd –(before Wendy’s Fast Food Restaurant).... hotel on left.

From Albany – I-90 West approximately 5.5 miles to I-87 North for approximately 5.4 miles – take Exit 6 to Route 7 West – follow Route 7 west for approximately 2.9 miles. Then left onto British American Boulevard – hotel is on left

From Albany International Airport – take right onto Albany Shaker Road to route 7 West – left onto Route 7 West – left at first stop light onto British American Blvd. – hotel is on left

From New York Thruway – take exit 24 to I-87 North – follow I-87 North for approximately 5.5 miles to exit 6 – take a left onto Route 7 West – follow for 2.9 miles – take a left onto British American Boulevard – hotel is on left

From Schenectady – take Route 7 east – go approximately 4.3 miles – make a right onto British American Blvd. – hotel is on right

Thank you,

Justin Grim
Assistant General Manager

Hampton Inn & Suites Albany Airport
45 British American Blvd.
Latham, NY 12110
518-782-7500

From: Chana Ritter-Box [REDACTED]
Sent: Tuesday, March 29, 2016 9:23 AM
To: Justin Grim
Cc: Chana Ritter-Box
Subject: [REDACTED]'s Room Block

Hi Justin –

We spoke on the phone about a week ago regarding setting aside a block of rooms for [REDACTED] Polk's Bat Mitzvah. I made a correction to the sheet, and can now confirm that we would like the rooms. Do you have hotel directions/information sheets available to put in our invitations? Please let me know as soon as possible.

Thanks so much for your help!

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton and its affiliates accept no liability arising in connection with this transmission. Copyright 2016 Hilton Worldwide Proprietary and Confidential

From: Jill Polk [REDACTED]
Sent: Wednesday, April 13, 2016 8:43 AM
To: Chana Ritter-Box
Subject: FW: [REDACTED]!

Follow Up Flag: Follow up
Flag Status: Completed

can you please double check with the Hampton inn and pass the info on to Nancy. Thanks. j

Date: Tue, 12 Apr 2016 18:40:48 -0500
Subject: Re: [REDACTED]!
From: reisman [REDACTED]
To: [REDACTED]

Also - it's the Hampton Inn on British American Boulevard in Latham, yes? Or is the other Albany airport one? (I didn't have your exact info - it's floating around my house) the guy I spoke to didn't find the block of rooms but I'm booked -- sorry to add to list of tasks - would you mind emailing me the info/code for reservation?
I miss you. xoxo N

On Tue, Apr 12, 2016 at 6:25 PM, Nancy Reisman [REDACTED] wrote:

Hey Jill,

Very cool (and a little surreal) to get the invitation to [REDACTED]'s Bat Mitzvah. The surreal part being, of course, that I went to yours. I'll plan to drive in on the 20th -- will stop off in Bflo just before.

Rick (hi Rick) is still in Taos & is still sorting out his plans, but he will check in with you by April 21 to rsvp.

This does bring up the whole question/dilemma of what to wear. Luckily, I have time and consultants.

Sending much love to you and [REDACTED], and from Rick -
xoxo N

From: Chana Ritter-Box
Sent: Wednesday, April 13, 2016 12:11 PM
To: Justin Grim
Subject: RE: [REDACTED]'s Room Block

I will check – thanks very much!

Chana

From: Justin Grim [REDACTED]
Sent: Wednesday, April 13, 2016 10:35 AM
To: Chana Ritter-Box [REDACTED]
Subject: RE: [REDACTED]'s Room Block

It still looks good on my end. Are you sure they contacted the correct hotel?

Thank you,

Justin Grim
Assistant General Manager

Hampton Inn & Suites Albany Airport
45 British American Blvd.
Latham, NY 12110
518-782-7500

From: Chana Ritter-Box [REDACTED]
Sent: Wednesday, April 13, 2016 10:22 AM
To: Justin Grim
Cc: Chana Ritter-Box
Subject: RE: [REDACTED]'s Room Block

Hi Justin –

Hope you are well.

One of our guests called up the hotel to make a reservation and was told there was no such room block available. Could you please let me know if there is a problem?

Thanks,
Chana

From: Chana Ritter-Box
Sent: Tuesday, March 29, 2016 9:23 AM
To: [Justin](#) [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: [REDACTED]'s Room Block

Hi Justin –

We spoke on the phone about a week ago regarding setting aside a block of rooms for [REDACTED] Polk's Bat Mitzvah. I made a correction to the sheet, and can now confirm that we would like the rooms. Do you have hotel directions/information sheets available to put in our invitations? Please let me know as soon as possible.

Thanks so much for your help!

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton and its affiliates accept no liability arising in connection with this transmission. Copyright 2016 Hilton Worldwide Proprietary and Confidential

From: Jill Polk [REDACTED]
Sent: Monday, February 22, 2016 8:12 AM
To: Chana Ritter-Box
Subject: RE: Pricing for vistaprint

Thank you so much...one more thing...thank you notes - they must have those as well. Thanks, yet again...j!

From: critter [REDACTED]
To: jspolk [REDACTED] jspolk [REDACTED]
CC: critter [REDACTED]
Subject: Pricing for vistaprint
Date: Fri, 19 Feb 2016 19:19:45 +0000

Pricing on Vista Print:

Formal Invitation to Bat Mitzvah

100 for \$52.49
150 for \$78.74
200 for 104.99

"A Night at the Movies" invitation

100 for \$52.49
150 for \$78.74
200 for 104.99

Place cards for seating

100 for \$7.99
250 for \$8.99

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Date: Wednesday, March 30, 2016 11:00:00 AM

Chana, good morning! Most invites are out...I have to add about 10-12. Can you send me the sheets by email so I can download,add and print Friday...if that is not possible, I will pick up the thumb drive Friday am. I need to change a few of the ones you already printed out...of course!! I am meeting the rental company at 9 Friday and then linda at GE at 11. If you hear from Shaw, please send on to me. Thanks again for all of your help. Love to you and nancy... j

From: Chana Ritter-Box
Sent: Thursday, March 31, 2016 11:24 AM
To: Jill Polk
Subject: RE: Invites

I just left them a message now...

From: Jill Polk [REDACTED]
Sent: Thursday, March 31, 2016 11:14 AM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Can you please ask omelet king for a similar proposal

Sent from my iPhone

On Mar 31, 2016, at 11:03 AM, Chana Ritter-Box [REDACTED] wrote:

I spoke to Tony at Gershon's...

He worked off the figure of 130 ppl (figuring that kids eat half as much as an adult) and came to \$16.75 per person, with the additional cost of staff – he said you would need 2 staff members, at \$175 each. He is going to email the menu and proposal.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 1:45 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Nancy emailed me, sending you positive energy.

Sent from my iPhone

On Mar 30, 2016, at 1:09 PM, Chana Ritter-Box [REDACTED] wrote:

I spoke to the office... He said that judges do have to fill out the Attorney Registration form. Based on your interpretation of the referenced laws in the packet, he said you can either pay the fee or sign the Certificate of Retirement.

Honestly, he wasn't terribly helpful, and kept quoting the form back to me. I think this is a case of me not knowing the right questions to ask.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 12:59 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

I think we are exempt from all of it, since we do not need cle credit. Please call the number in the form-nyc ethics office, I think. I need to get an answer. Thanks

Sent from my iPhone

On Mar 30, 2016, at 12:51 PM, Chana Ritter-Box [REDACTED] wrote:

I spoke with Audrey, and she says that judges are exempt from the pro-bono part.

From: Jill Polk [REDACTED]
Sent: Wednesday, March 30, 2016 12:05 PM
To: Chana Ritter-Box [REDACTED]
Subject: Re: Invites

Chana, any word regarding my biannual registration. Thanks. J

Sent from my iPhone

On Mar 30, 2016, at 11:02 AM, Chana Ritter-Box [REDACTED] wrote:

I have attached the labels... hopefully you can open it on your computer!

Nancy is at the dr for her appointment... all is quiet here
😊

From: Hon Jill S Polk
Sent: Wednesday, March 30, 2016 10:57 AM
To: Chana Ritter-Box [REDACTED]
Subject:

Chana, good morning! Most invites are out...I have to add about 10-12. Can you send me the sheets by email so I can download,add and print Friday...if that is not possible, I will pick up the thumb drive Friday am. I need to change a few of the ones you already printed out...of course!! I am meeting the rental company at 9 Friday and then linda at GE at 11. If you hear from Shaw, please send on to me. Thanks again for all of your help. Love to you and nancy... j

<3.30 Address on Labels Bat Mitzvah.avery>

From: Chana Ritter-Box
Sent: Tuesday, April 05, 2016 2:19 PM
To: Chana Ritter-Box
Subject: Excel sheet for RSVPs

I set up an excel sheet for Bat Mitzvah RSVPs – It is under docs/[REDACTED]batmitzvah/rsvps

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Monday, April 11, 2016 1:12 PM
To: Hon Jill S Polk; Jill Polk
Subject: Excel Sheet for Bat Mitzvah Guests
Attachments: 3.24.16 bat mitzvah address list 1.xlsx

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

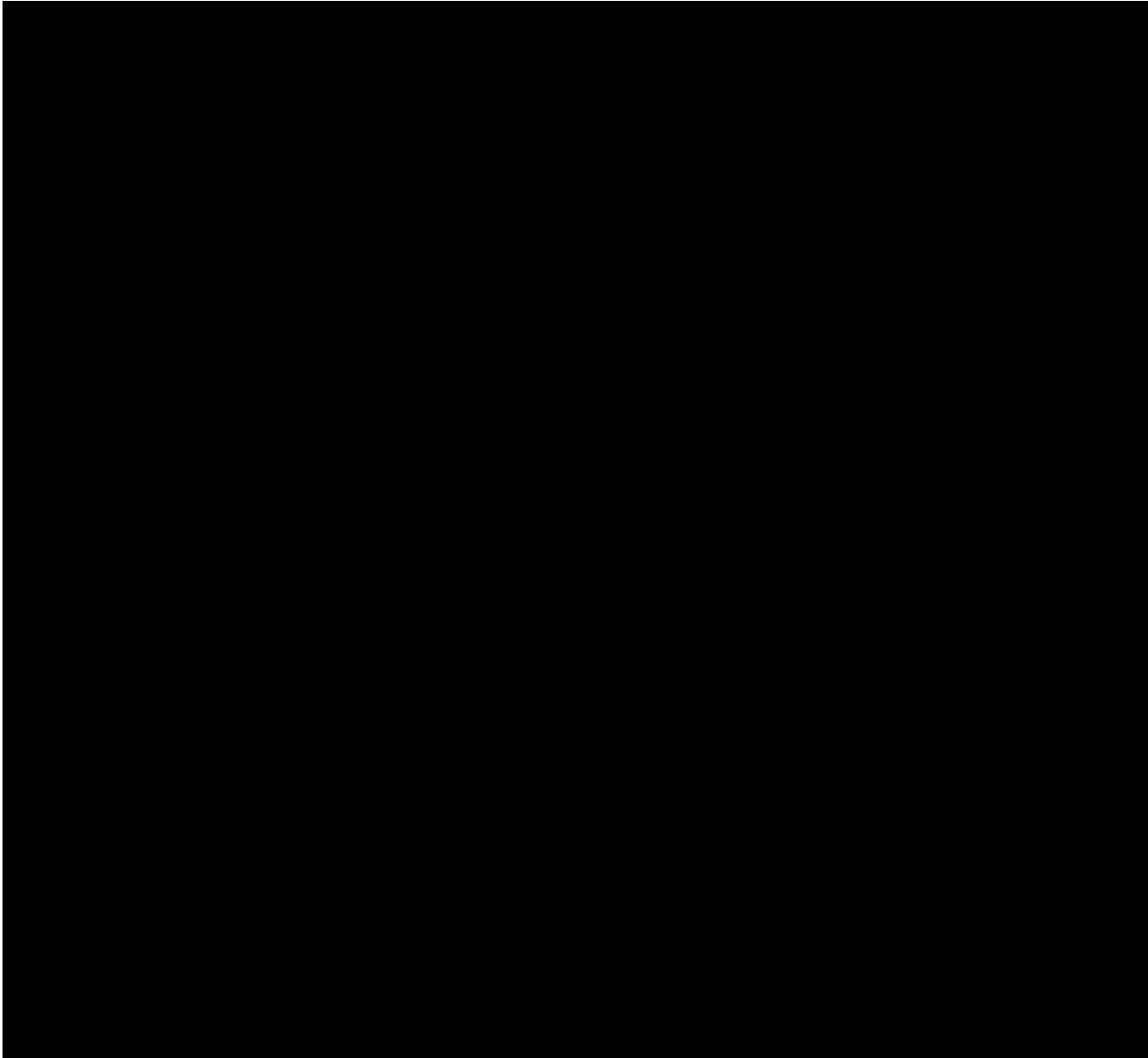
LAST NAME

FIRST NAME

ADDRESS

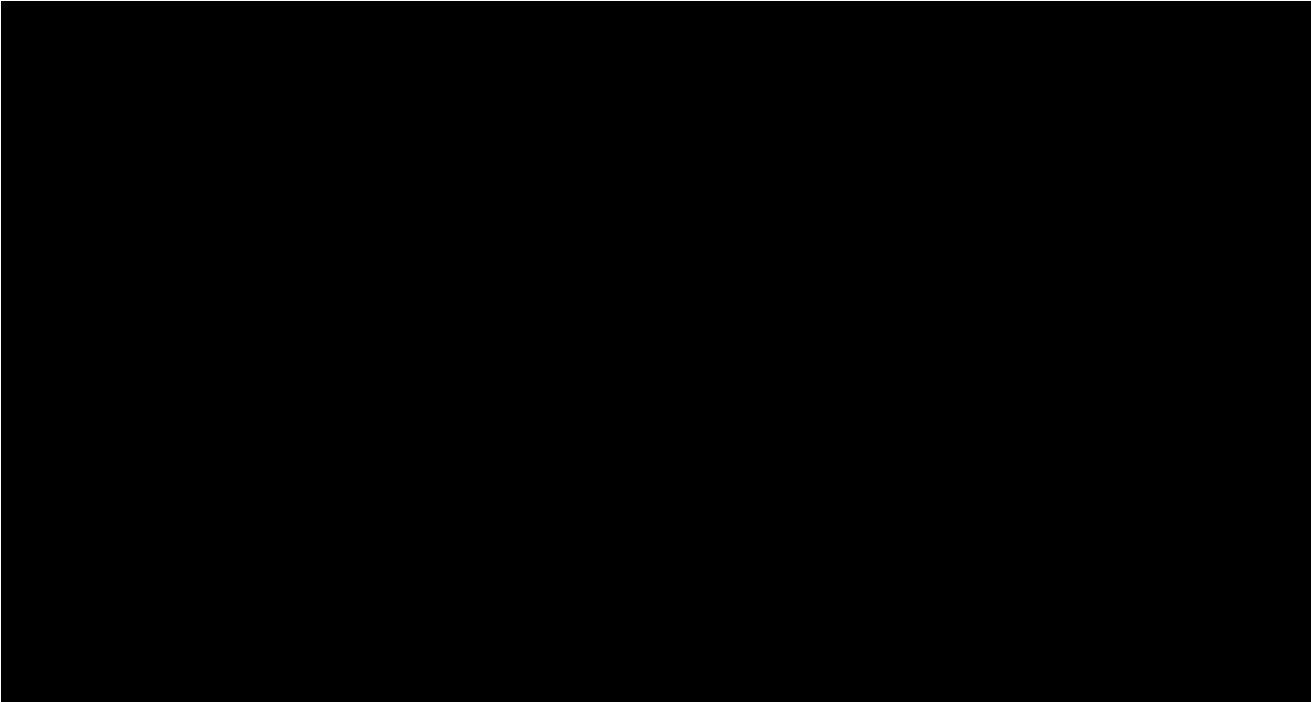
CITY

STATE ZIP



Brant Lake	NY	12815
Niskayuna	NY	12309
Niskayuna	NY	12309
Mechanicville	NY	12118
Alplaus	NY	12008
Schenectady	NY	12309
Delanson	NY	12053
Schenectady	NY	12309
Niskayuna	NY	12309
Niskayuna	NY	12309
Albany	NY	12203
Delmar	NY	12054
Clarksville	NY	12041
Rexford	NY	12148
Chestertown	NY	12817
Niskayuna	NY	12309
Schenectady	NY	12309
Niskayuna	NY	12309
Ballston Lae	NY	12019
Albany	NY	12203
Schenectady	NY	12306
Schenectady	NY	12309
Niskayuna	NY	12309
Niskayuna	NY	12309
Williamsville	NY	14221
Schenectady	NY	12304
Delanson	NY	12053
Ballston Lake	NY	12019
Yonkers	NY	10704
Schenectady	NY	12303
Niskayuna	NY	12309
Schenectady	NY	12308

	Ballston Lake	NY	12019
	Burnt Hills	NY	12027
	Albany	NY	12202
	Niskayuna	NY	12309
	Chestertown	NY	12817
	Niskayuna	NY	12309
	Selkirk	NY	12158
	Niskayuna	NY	12309
	Albany	NY	12208
	Watervliet	NY	12189
	Selkirk	NY	12158
	Cherry Vallery	NY	13320
	Niskayuna	NY	12309
	Niskayuna	NY	12309
	Niskayuna	NY	12309
	Niskayuna	NY	12309
	Woodstock	NY	12498
	Tonawanda	NY	14223
	Williamsville	NY	14221
	Guilderland	NY	12084
	Williamsville	NY	14221
	Lawrence Township	NJ	8648
	Niskayuna	NY	12309
	Mechanicville	NY	12118
	Albany	NY	12208
	Clifton Park	NY	12065
	Nashville	TN	37209
	Averill Park	NY	12018
	Niskayuna	NY	12309
	Ballston Spa	NY	12020
	Alplaus	NY	12008
	Ballston Lake	NY	12019
	Oneonta	NY	13820
	Clifton Park	NY	12065



Niskayuna	NY	12309
Albany	NY	12211
Clifton Park	NY	12065
Niskayuna	NY	12309
Chestertown	NY	12817
Chestertown	NY	12817
Williamsville	NY	14221
Columbus	OH	43202
Brookline	MA	2446
Rexford	NY	12148
Schenectady	NY	12308
Niskayuna	NY	12309
Scotia	NY	12302
Niskayuna	NY	12309
E. Aurora	NY	14052
Niskayuna	NY	12309

From: Chana Ritter-Box
Sent: Monday, April 11, 2016 2:38 PM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Updated RSVP excel sheet
Attachments: 4.11.16 bat mitzvah list.xlsx

Updated RSVP list... still a few names missing.

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

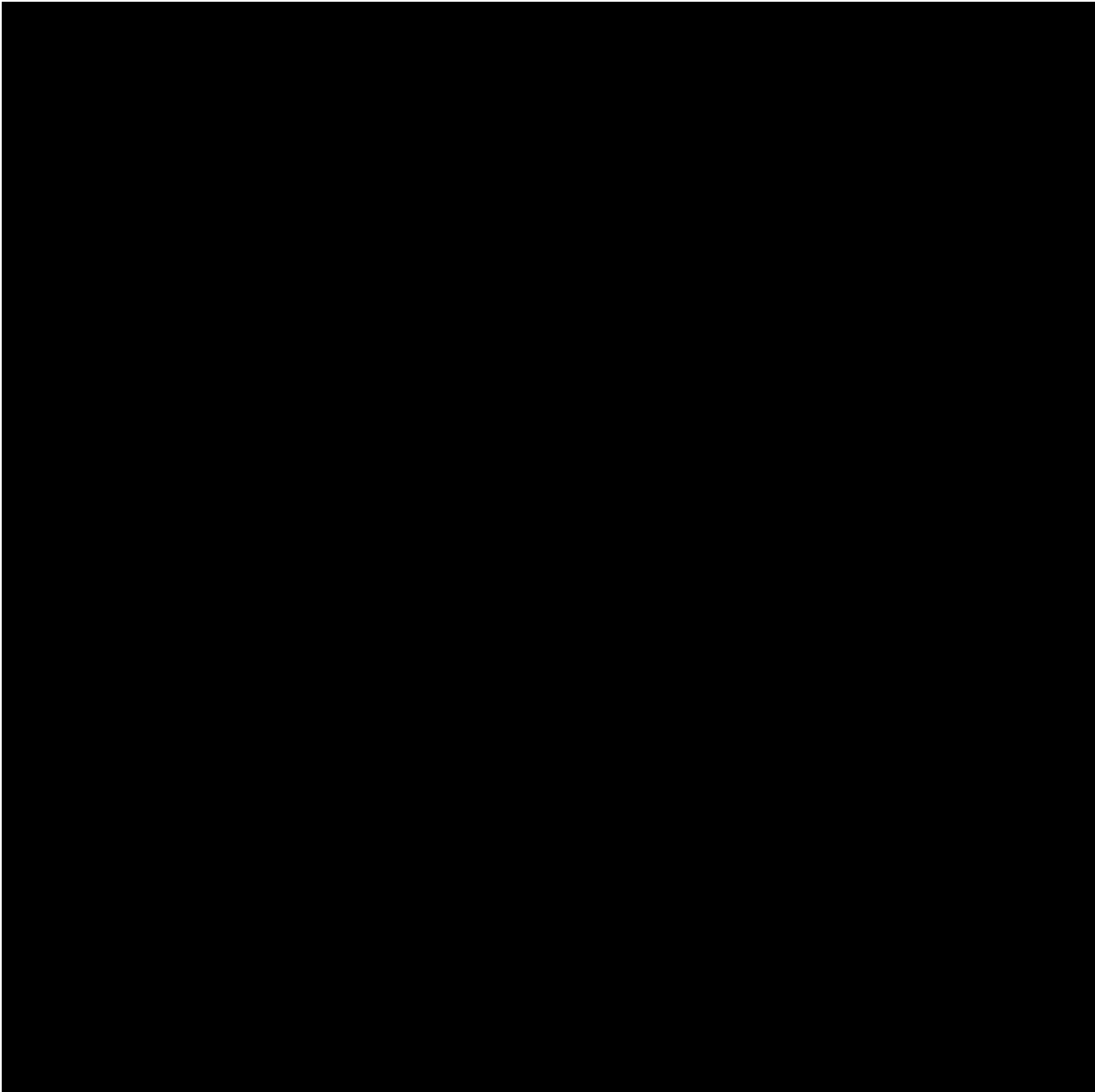
LAST NAME

FIRST NAME

ADDRESS

CITY

STATE ZIP

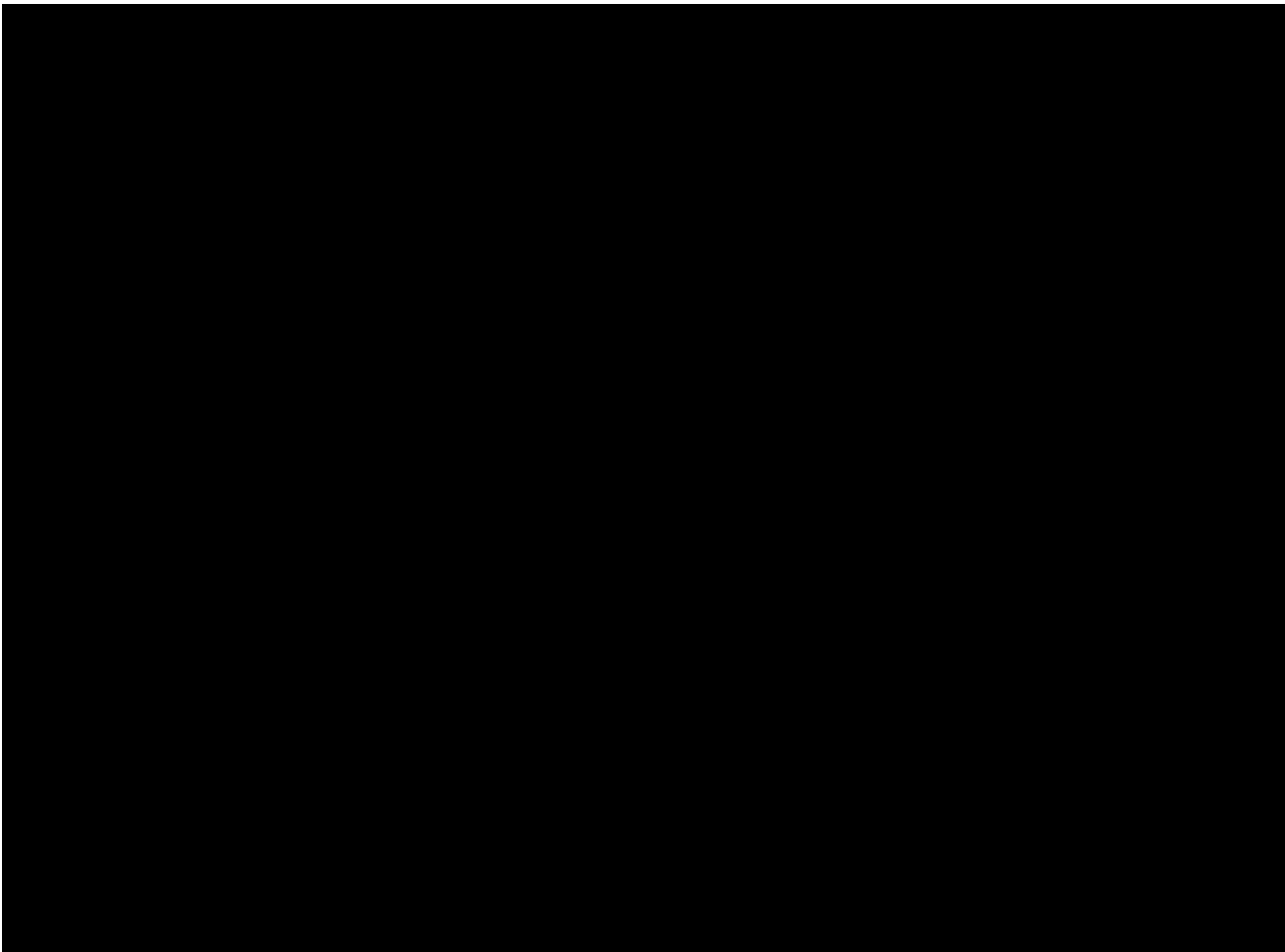


Brant Lake NY 12815
Niskayuna NY 12309
Niskayuna NY 12309
Mechanicville NY 12118
Alplaus NY 12008
Schenectady NY 12309
Delanson NY 12053
Schenectady NY 12309
Niskayuna NY 12309
Niskayuna NY 12309
Albany NY 12203
Delmar NY 12054

Clarksville NY 12041
Rexford NY 12148
Chestertown NY 12817

Niskayuna	NY	12309
Schenectady	NY	12309
Niskayuna	NY	12309
Ballson Lae	NY	12019
Albany	NY	12203
Schenectady	NY	12306
Schenectady	NY	12309
S. New Berlin	NY	13843
Niskayuna	NY	12309
Niskayuna	NY	12309
Glenville	NY	12302
Williamsville	NY	14221
Schenectady	NY	12304
Niskayuna	NY	12309
Delanson	NY	12053
Ballston Lake	NY	12019

	Yonkers	NY	10704
	Schenectady	NY	12303
	Niskayuna	NY	12309
	Niskayuna	NY	12309
	Schenectady	NY	12308
	Ballston Lake	NY	12019
	Burnt Hills	NY	12027
	Albany	NY	12202
	Niskayuna	NY	12309
	Chestertown	NY	12817
	Niskayuna	NY	12309
	Selkirk	NY	12158
	Niskayuna	NY	12309
	Albany	NY	12208
	Watervliet	NY	12189
	Selkirk	NY	12158
	Niskayuna	NY	12309
	Cherry Vallery	NY	13320
	Niskayuna	NY	12309
	Niskayuna	NY	12309
	Niskayuna	NY	12309
e	Niskayuna	NY	12309
	Woodstock	NY	12498
	Tonawanda	NY	14223
	Williamsville	NY	14221
	Guilderland	NY	12084
	Williamsville	NY	14221
	Lawrence Township	NJ	8648
	Niskayuna	NY	12309
	Mechanicville	NY	12118
	Albany	NY	12208
	Clifton Park	NY	12065



Nashville	TN	37209
Averill Park	NY	12018
Niskayuna	NY	12309
Ballston Spa	NY	12020
Alplaus	NY	12008
Ballston Lake	NY	12019
Oneonta	NY	13820
Clifton Park	NY	12065
Niskayuna	NY	12309
Albany	NY	12211
Clifton Park	NY	12065
Niskayuna	NY	12309
Chestertown	NY	12817
Chestertown	NY	12817
Williamsville	NY	14221
Columbus	OH	43202
Brookline	MA	2446
Rexford	NY	12148
Schenectady	NY	12308
Niskayuna	NY	12309
Scotia	NY	12302
Niskayuna	NY	12309
E. Aurora	NY	14052
Niskayuna	NY	12309

From: Chana Ritter-Box
Sent: Tuesday, May 17, 2016 10:48 AM
To: tom [REDACTED] Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Links to [REDACTED] Polk's Bat Mitzvah invitation

http://www.vistaprint.com/vp/gateway.aspx?s=4009498015&preurl=%2fshare-design.aspx%3fdoc_id%3d3171658886%26shopper_id%3dEQLURDP17N7MRLDX0600634IMMHOSMTL%26xnav%3dshare_source_8%26share_key%3daabc75dc-dbdc-4130-a8ee-de11aea3a503

http://www.vistaprint.com/vp/gateway.aspx?s=4009498015&preurl=%2fshare-design.aspx%3fdoc_id%3d3180994997%26shopper_id%3dEQLURDP17N7MRLDX0600634IMMHOSMTL%26xnav%3dshare_source_8%26share_key%3da68da941-373b-42af-b2b6-6404521b1bb8

http://www.vistaprint.com/vp/gateway.aspx?s=4009498015&preurl=%2fshare-design.aspx%3fdoc_id%3d3196540568%26shopper_id%3dEQLURDP17N7MRLDX0600634IMMHOSMTL%26xnav%3dshare_source_8%26share_key%3d6fb457ea-5e9e-4068-9ab1-9fd407047cc4

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Friday, July 15, 2016 9:57 AM
To: Hon Jill S Polk
Subject: thank you note

Link to Thank you note

http://www.vistaprint.com/vp/gateway.aspx?s=4009498015&preurl=%2fshare-design.aspx%3fdoc_id%3d3242246751%26shopper_id%3dEQLURDP17N7MRLDX0600634IMMHOSMTL%26xnav%3dshare_source_8%26share_key%3dc14f98ca-a4c3-4622-a8ef-fa08f5461fb9

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 8:52 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051207510_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:00 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051207591.pdf

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:00 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208000.pdf

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:01 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208001_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:01 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208002_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:02 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208010_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:02 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208011_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:02 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208020_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:03 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208021_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:03 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208030_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:04 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208031_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:04 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208032_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:04 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208040_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:05 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208041_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:05 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208050_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:06 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208051_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:06 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208052_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:06 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208060_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:07 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208061_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:07 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208070_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:08 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208071_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:08 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208072_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:09 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208080_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:09 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208081_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:09 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208090_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:10 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208091_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:10 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208092_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:10 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208100_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:11 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208101_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:11 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208102_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:11 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208110_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:12 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208111_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:12 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208120_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:13 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208121_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:13 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208122_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:13 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208130_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:14 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208131_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:14 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208132_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:15 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208140_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:15 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208150_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:16 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208151_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:16 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208152_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:16 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208160_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:17 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208161_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:17 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208162_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:17 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208170_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:18 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208171_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:18 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208172_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:18 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208180_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:19 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208181_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:42 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208420_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:43 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208421_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:43 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208422_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:43 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208430_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:44 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208431_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:44 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208432_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:47 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208470_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:48 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208471_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:48 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208472_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:49 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208480_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:49 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208481_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:49 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208490_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:50 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208491_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:50 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208492_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:50 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208500_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:51 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208501_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:51 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208502_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:51 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208503_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:52 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208510_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:52 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208511_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:52 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208512_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:52 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208520_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:53 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208521_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:53 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208522_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:53 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208530_0001.jpg

PHOTO REDACTED

From: [REDACTED] POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:54 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208531_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:54 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208532_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:54 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208540_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:55 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208541_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:55 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208542_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:56 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208550_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:57 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208560_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:57 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208561_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:57 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208570_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:58 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208571_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:58 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208580_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:58 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208581_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:59 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208582_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:59 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208583_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 9:59 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208590_0001.jpg

PHOTO REDACTED

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 10:00 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208591_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 10:00 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051208592_0001.jpg

PHOTO REDACTED

From: [REDACTED]POLK@NYCOURTS.GOV
Sent: Thursday, May 12, 2016 10:00 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16051209000_0001.jpg

PHOTO REDACTED

EXHIBIT J

From: Chana Ritter-Box
Sent: Thursday, March 10, 2016 3:57 PM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: centerpiece idea

[http://www.amazon.com/Fun-Express-Cupcake-Holder-
Novelty/dp/B00TSV67XG/ref=sr_1_24?ie=UTF8&qid=1457640382&sr=8-24&keywords=movie+centerpiece](http://www.amazon.com/Fun-Express-Cupcake-Holder-
Novelty/dp/B00TSV67XG/ref=sr_1_24?ie=UTF8&qid=1457640382&sr=8-24&keywords=movie+centerpiece)

This is a nice-sized centerpiece... supposed to be used for cupcakes, but I think we could repurpose it to both 1) attach the balloons, and 2) display the figures/trinkets from each movie.

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Date: Thursday, March 17, 2016 1:34:00 PM
Attachments: [Deweys-Lollipop-Centerpieces-Dinner-Party_1.jpg](#)



From: Chana Ritter-Box
Sent: Wednesday, March 23, 2016 3:21 PM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Candy ideas

Party favor boxes for candy... to go on the table.
20 boxes for \$6.49, available in blue and purple
<http://www.michaels.com/10173231.html#q=party+favor+&start=62>

Clear glass jars for candy, 18 jars for \$21.99
<http://www.michaels.com/celebrate-it-snap-top-favor-jars-and-gold-glitter-labels/10407974.html#q=party+favor+&start=52>

Organza bags for candy, blue or purple, 12 bags for \$6.49
http://www.michaels.com/celebrate-it-organza-favor-bag/M10171616.html?dwvar_M10171616_color=White%2FEggplant#q=party+favor+&start=9

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Thursday, March 24, 2016 1:30 PM
To: Chana Ritter-Box
Subject: bat mitzvah centerpieces

6 pack, 4 x 16", \$41.52 cylinder glass vases

http://www.amazon.com/Koyal-Wholesale-404339-Cylinder-16-Inch/dp/B00HYVQXGS/ref=sr_1_47?ie=UTF8&qid=1458826430&sr=8-47&keywords=tall+clear+vases+for+centerpieces

Half ball floral arranger, 4" \$2.99 – foam topper to the vase, to stick the lollipops and sign into.

<http://www.michaels.com/floracraft-styrofoam-half-ball-floral-arranger/10530758.html#start=130>

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Monday, April 04, 2016 3:24 PM
To: Hon Jill S Polk;Chana Ritter-Box
Subject: Chalkboard signs for centerpiece

Chalkboard on metal pole, size is 4 ½ by 7 ½", 4 for \$16.00

<http://www.save-on-crafts.com/chalkboards2.html>

Scalloped Metal Chalkboard with Stand, 11.75" across, \$12.99 each

<http://www.save-on-crafts.com/scalloped-metal-chalkboard-round.html>

Hanging Chalkboard, 7"x5", \$5.99 each or 12/\$60

<http://www.save-on-crafts.com/hanging-chalkboard-7.html>

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Cour
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Monday, April 04, 2016 4:48 PM
To: Chana Ritter-Box
Subject: candy

3" rainbow circle lollipops on 6" stick, 12 for \$8.90

http://www.amazon.com/Large-plastic-stick-Cherry-flavor/dp/B001GZWDEE/ref=pd_sim_sbs_325_1?ie=UTF8&dpID=41aKmB5oA6L&dpSrc=sims&preST= AC UL160 SR152 %2C160 &refRID=16RY4X97HTZ273FJZZ6K

Rock Candy on a stick, 6.5" tall, \$29.99/36 assorted flavors

http://www.amazon.com/Buffalo-Bills-assorted-crystal-sticks/dp/B000OVK66S/ref=sr_1_10_a_it?ie=UTF8&qid=1459802655&sr=8-10&keywords=candy+on+a+stick

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Tuesday, April 12, 2016 10:40 AM
To: Chana Ritter-Box;Hon Jill S Polk;Jill Polk
Subject: candy

Good morning!

The posters for the table and banner have been ordered.

I bought the concession-size candy for the tables this morning, from Target... junior mints, goobers, raisinets, milk duds, skittles, starburst, sour patch kids.

I am thinking about these for the actual centerpiece – large rainbow circle lollipops, rock candy lollipops, and rainbow candy sticks.

Let me know what you think..

Chana

3" rainbow circle lollipops on 6" stick, 12 for \$8.90

http://www.amazon.com/Large-plastic-stick-Cherry-flavor/dp/B001GZWDEE/ref=pd_sim_sbs_325_1?ie=UTF8&dpID=41aKmb5oA6L&dpSrc=sims&preST=AC_UL160_SR152%2C160_&refRID=16RY4X97HTZ273FJZZ6K

Rock Candy on a stick, 6.5" tall, \$29.99/36 assorted flavors

http://www.amazon.com/Buffalo-Bills-assorted-crystal-sticks/dp/B000OVK66S/ref=sr_1_10_a_it?ie=UTF8&qid=1459802655&sr=8-10&keywords=candy+on+a+stick

Cherry rainbow sticks, 7" tall, 50 for \$25

http://www.amazon.com/Cherry-Rainbow-Circus-Sticks-Flavored/dp/B0057XEST4/ref=sr_1_13_a_it?ie=UTF8&qid=1459876483&sr=8-13&keywords=long+stick+candy

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Friday, April 15, 2016 9:26 AM
To: Hon Jill S Polk;Chana Ritter-Box
Subject: Updated Candy centerpiece ideas

http://www.amazon.com/COLORSPLASH-LOLLIPOPS-Pops-12-69-Raspberry/dp/B01187RA9C?ie=UTF8&psc=1&redirect=true&ref=ox_sc_act_title_1&smid=A1IGRMT6WT87JY

http://www.amazon.com/COLORSPLASH-LOLLIPOPS-12-69-Purple-Grape/dp/B017S1UKSK?ie=UTF8&psc=1&redirect=true&ref=ox_sc_act_title_2&smid=A1IGRMT6WT87JY

http://www.amazon.com/Sparko-Sweets-Lollipop-Rose-Pound/dp/B00V10IGEK?ie=UTF8&psc=1&redirect=true&ref=ox_sc_act_title_3&smid=ATVPDKIKX0DER

http://www.amazon.com/Large-plastic-stick-Cherry-flavor/dp/B001GZWDEE?ie=UTF8&psc=1&redirect=true&ref=ox_sc_act_title_4&smid=A2P5I4NW0QQAX1

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Thursday, May 19, 2016 10:36 AM
To: Jef Hetrick
Cc: Bea Farina
Subject: RE: Centerpieces

Thanks so much!

From: Jef Hetrick [REDACTED]
Sent: Thursday, May 19, 2016 10:26 AM
To: Chana Ritter-Box [REDACTED]
Cc: Bea Farina [REDACTED]
Subject: Re: Centerpieces

Call [REDACTED] when you arrive

Sent from my iPhone

On May 19, 2016, at 10:21 AM, Chana Ritter-Box [REDACTED] wrote:

Around 12?

From: Jef Hetrick [REDACTED]
Sent: Thursday, May 19, 2016 10:21 AM
To: Chana Ritter-Box [REDACTED]
Cc: Bea Farina [REDACTED]
Subject: Re: Centerpieces

Sure what time

Sent from my iPhone

On May 19, 2016, at 10:19 AM, Chana Ritter-Box [REDACTED] wrote:

Good morning!

I called and left a message on Bea's phone... was wondering if we might be able to bring the centerpieces over today, since Jill needs to come over to meet with Dillon regarding the lights. Please let me know.

Thanks!
Chana

From: Bea Farina [REDACTED]
Sent: Tuesday, May 17, 2016 7:16 PM
To: Chana Ritter-Box [REDACTED]; 'Jef Hetrick' [REDACTED];
Shaw Rabadi [REDACTED]

Cc: 'Jill Polk' [REDACTED]; 'Jeanette Martin' [REDACTED]

Subject: RE: floor plan

Sorry Chana, don't know how I missed that. I've added it now

From: Chana Ritter-Box [REDACTED]

Sent: Tuesday, May 17, 2016 4:35 PM

To: Bea Farina [REDACTED]; 'Jef Hetrick' [REDACTED]

Cc: 'Jill Polk' [REDACTED]; 'Jeanette Martin' [REDACTED]

Subject: RE: floor plan

This looks good, but still needs the photo booth.

- When you walk from the cocktail area into the GE Theatre, there will be a photo booth to the left of the inside entrance.

Thanks!

Chana

From: Bea Farina [REDACTED]

Sent: Tuesday, May 17, 2016 3:47 PM

To: Chana Ritter-Box [REDACTED]; 'Jef Hetrick' [REDACTED];
Shaw Rabadi [REDACTED]

Cc: 'Jill Polk' [REDACTED]; 'Jeanette Martin' [REDACTED]

Subject: RE: floor plan

Hi Chana,

Based on your requests I revised the floor plan and have attached a copy for you,

B

From: Chana Ritter-Box [REDACTED]

Sent: Tuesday, May 17, 2016 12:10 PM

To: Bea Farina [REDACTED]; 'Jef Hetrick' [REDACTED]

Cc: 'Jill Polk' [REDACTED]; 'Jeanette Martin' [REDACTED]

Subject: RE: floor plan

Bea, Jef, Jeanette -

A couple other notes:

- There should be **4 kids' tables**, not 5.
- In addition to the stanchions placed on the outside edge of the cocktail area, please add stanchions on the right side of the red carpet.
- When you walk from the cocktail area into the GE Theatre, there will be a photo booth to the left of the inside entrance.

Thank you!

Chana

From: Bea Farina [REDACTED]
Sent: Monday, May 16, 2016 12:43 PM
To: Chana Ritter-Box [REDACTED]; 'Jef Hetrick' [REDACTED];
'Shaw Rabadi' [REDACTED]
Cc: 'Jill Polk' [REDACTED]; 'Jeanette Martin' [REDACTED]
Subject: RE: floor plan

Sure can.

Thanks Chana

From: Chana Ritter-Box [REDACTED]
Sent: Monday, May 16, 2016 11:08 AM
To: Bea Farina [REDACTED]; Jef Hetrick [REDACTED]; Shaw
Rabadi [REDACTED]
Cc: Jill Polk [REDACTED]; Jeanette Martin [REDACTED];
Chana Ritter-Box [REDACTED]
Subject: RE: floor plan

Good morning! Thanks for the floor plan.

Can you please add a small table inside for the candle lighting ceremony?
Also, a table in the cocktail area for gifts by the seating cards table.

Thank you for all your help!

*Jeannette, this is the floor plan we went over with Proctor's.

Chana

From: Bea Farina [REDACTED]
Sent: Saturday, May 14, 2016 10:40 AM
To: Jef Hetrick [REDACTED]; Shaw Rabadi [REDACTED]; Chana
Ritter-Box [REDACTED]
Subject: floor plan

Good morning all,

Attached is a floor plan based on our walk-through of the space yesterday. Please review and let me know if I missed anything. It's not scale but it gives us a working reference.

Additional notes:

Chana will be bringing 15 centerpieces on Friday (5/20) to be stored in the Green Room overnight

Total Events will be arriving on Saturday (5/21) at 2pm to begin set-up using a movies theme.

B

EXHIBIT K

From: [Hon Jill S Polk](#)
To: [Tennyson, Lorinda \(DOT\)](#)
Subject: RE: hi..
Date: Tuesday, February 03, 2015 11:02:00 AM

Let's see how things go – she can do her homework here and I will check to see how she is feeling.

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Tuesday, February 03, 2015 11:01 AM
To: Hon Jill S Polk
Subject: RE: hi..

I know we had talked about me picking her up at your office on my way home. My preference would be to do that so she can get home since she is not feeling well today. Let me know if you have some other thoughts on that...

Love,
Me.

Lorinda L. Tennyson, P.E.

Traffic, Safety & Mobility
NYS DOT - Region One

[REDACTED]
[REDACTED]

From: Hon Jill S Polk [REDACTED]
Sent: Tuesday, February 03, 2015 10:56 AM
To: Tennyson, Lorinda (DOT)
Subject: RE: hi..

Nope – all set.

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Tuesday, February 03, 2015 10:47 AM
To: Hon Jill S Polk
Subject: RE: hi..

Ok, do you need me to do anything?

Lorinda L. Tennyson, P.E.

Traffic, Safety & Mobility
NYS DOT - Region One

[REDACTED]
[REDACTED]

From: Hon Jill S Polk [REDACTED]
Sent: Tuesday, February 03, 2015 10:42 AM
To: Tennyson, Lorinda (DOT)

Subject: RE: hi..

Chana is picking her up at school and bringing her to my office. I explained to [REDACTED] that we need to respect and honor other people's discomfort – similar to her discomfort in not coming home to an empty house – she understood. I left it with her that she would either be coming to the office or going to Florence's – she understood that as well. Thanks. Love, jill

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Tuesday, February 03, 2015 8:51 AM
To: Hon Jill S Polk
Subject: hi..

Hi,
First, I'm sorry about this morning..I hate when we fight like that...
I really appreciate you trying to come up with a solution to address my discomfort this morning..it was very kind of you to try and solve the issue at hand and acknowledge my feelings...and I'm sorry I got angry and reacted the way that I did.

I feel disappointed in myself that I did not express to you yesterday the feeling of discomfort I had when you mentioned about asking Florence to bring Bug to your office, because I could instantly feel it when you mentioned it..if I had said something at that time we wouldn't have been in the position we were in this morning..so, I'm sorry for my piece in that and will be more mindful of expressing the feelings when I'm feeling them so we can address stuff at that moment and not end up where we ended up this morning...So, I'm sorry for that too...

I don't have a problem leaving early today and being home for Florence to drop her off when she is done with girl scouts...So, please just let me know what you want to do.

Love,
Me.

Lorinda L. Tennyson, P.E.
Traffic, Safety & Mobility
NYS DOT - Region One

[REDACTED]
[REDACTED]

From: Chana Ritter-Box [REDACTED]
Sent: Friday, June 19, 2015 12:55 PM
To: Tennyson, Lorinda (DOT)
Subject: RE: ..

Oh yes. She caught me up on all the latest gossip during our 8 min drive back to Court. Ha! Lots of talk about this girl asking her to take the Science final for her, and [REDACTED] being like, Ummm, nooooo. ☺

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Friday, June 19, 2015 12:52 PM
To: Chana Ritter-Box
Subject: RE: ..

Well, that stinks...
Was [REDACTED] happy to be done w/her tests??

Lorinda L. Tennyson, P.E.
Traffic, Safety & Mobility
NYSDOT - Region One
(518) 457-5283
[REDACTED]

From: Chana Ritter-Box [REDACTED]
Sent: Friday, June 19, 2015 12:51 PM
To: Tennyson, Lorinda (DOT)
Subject: RE: ..

Hi!

Yes, Jill's calendar is running laaaate. I picked up [REDACTED] from school, and she is sitting in Court with Nancy.

Have a great weekend!
Chana

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Friday, June 19, 2015 12:49 PM
To: Chana Ritter-Box
Subject: ..

Hi,

New addition to the Jill's calendar..

Monday, June 22 – [REDACTED] softball lesson at VA w/Coach Paul – 3:30 p.m.

Also..I think you have these but just wanted to confirm..

Monday, June 22: Nancy McLearn 5:15

Tuesday, June 23: Maddie 7:00

Friday, July 10, [REDACTED] in Stockbridge – 4:00 apt. - will have to leave around 2:45.

Thanks..are the girls still there?

Rindy

Lorinda L. Tennyson, P.E.
Traffic, Safety & Mobility
NYSDOT - Region One
(518) 457-5283
[REDACTED]

From: Tennyson, Lorinda (DOT)
Sent: Tuesday, June 23, 2015 9:43 AM
To: 'Hon Jill S Polk'
Subject: ..

Hi, [REDACTED] just called me..she was in the nurses office..she did something to her ankle playing outside. The nurse wanted her to call one of us..She is fine, nothing major. She said she can walk on it.. she is staying for the rest of the school day until you or Chana pick her up....

Lorinda L. Tennyson, P.E.
Traffic, Safety & Mobility
NYSDOT - Region One
(518) 457-5283
[REDACTED]

From: [Hon Jill S Polk](#)
To: [Tennyson, Lorinda \(DOT\)](#)
Subject: RE: ..
Date: Wednesday, June 24, 2015 8:52:00 AM

Chana can take her to the lesson if I am unable.

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Wednesday, June 24, 2015 8:21 AM
To: Hon Jill S Polk
Subject: RE: ..

OK, thanks...just let me know if one of them can take her (if you can't)..
I told the [REDACTED] I would call him on Monday...so, just let me know by then.

Lorinda L. Tennyson, P.E.

Traffic, Safety & Mobility
NYS DOT - Region One

[REDACTED]
[REDACTED]

From: Hon Jill S Polk [REDACTED]
Sent: Wednesday, June 24, 2015 8:15 AM
To: Tennyson, Lorinda (DOT)
Subject: RE: ..

I think I can make the lesson but my schedule is not always my own – I will ask Chana or Nancy if they can take her. I do have a trial on 7/10 at 1:30, but Nancy is trying to either resolve or re-schedule it. I do not have an absolute answer today, but I am fairly confident we can change something so I can be out of here by 2:45. Have a good day also.

From: Tennyson, Lorinda (DOT) [REDACTED]
Sent: Wednesday, June 24, 2015 8:09 AM
To: Hon Jill S Polk
Subject: ..

Couple of things..

Can you check to see if you could bring the girl to softball lesson tomorrow from 12 – 1...I will let Coach Paul know either way.

Also, I know you were going to check about our apt. on July 10th. I think Chana said you had a trial that afternoon. Our apt. is at 4:00 in Stockbridge..so we would probably have to be on the road around 2:45...I need to call the [REDACTED] back to confirm, so let me know if you can move your schedule or not..

Thanks and have a great day..

Lorinda L. Tennyson, P.E.

Traffic, Safety & Mobility

NYS DOT - Region One



EXHIBIT L

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Landscaping
Date: Wednesday, May 27, 2015 10:52:00 AM

Perfect! Thank you.

From: Chana Ritter-Box
Sent: Wednesday, May 27, 2015 10:41 AM
To: Hon Jill S Polk
Subject: Landscaping

Ed Russo, landscaping, says he can come by this Friday at 6pm. His cell is [REDACTED]

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Monday, November 02, 2015 3:48 PM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Lawn/Snow

Jill,

I spoke with Craig (Nancy's lawn guy) and he apologized for not getting back – said he got a cold. He said he is interested in the job, and that the first leaf removal/landscaping would be \$250. If you wanted him to come bi-weekly until the first snowfall, it would be \$150 for each clean-up subsequent to the initial visit.

I also got in touch with James (Val and Shane's friend), who is also interested. He provides both leaf clean-up/Spring readiness and snow plowing. James will drop by your house later today or tomorrow to take a look, then call here with a quote for services.

It's all coming together!
Chana

From: Chana Ritter-Box
Sent: Friday, November 06, 2015 11:00 AM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Fall Cleanup and Snow plowing

Craig (Nancy's guy):

\$250 for initial Fall Clean-up

Subsequent visits occurring 2x's a month are \$150 each, and can occur until first snowfall.

No snow services

James (Valerie and Shane's guy):

\$400 for one-time fall cleanup at end of season

If you want him to come earlier and do more leaf pick-up, subsequent visits are \$300 each

Snow Plowing is \$35 per visit. He doesn't come until there is 3 inches on the ground.

If it is a heavy snowfall day, he will come back multiple times (every 3 inches that falls), charging \$35 each time.

...clearly we are in the wrong business. ☺

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Fall Clean-up
Date: Tuesday, November 10, 2015 8:44:00 AM

Wonderful...and thank you so much for doing all of this – time warner etc. Please see if/ ask him to do it before tbird day as I have my entire family coming in for the entire weekend. Txs. j

From: Chana Ritter-Box
Sent: Monday, November 09, 2015 12:57 PM
To: Hon Jill S Polk [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Fall Clean-up

Jill,

I spoke with James ([REDACTED]) and he will do your fall clean-up the week of Thanksgiving for \$400. He has your home number and my number here at work.

Thanks!
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Fall Clean-up
Date: Tuesday, November 17, 2015 12:00:00 PM

Do you think you can/should call later this week to just firm up when he thinks he will be there?
Thanks. jill

From: Chana Ritter-Box
Sent: Monday, November 09, 2015 12:57 PM
To: Hon Jill S Polk [REDACTED]
Cc: Chana Ritter-Box [REDACTED]
Subject: Fall Clean-up

Jill,

I spoke with James ([REDACTED]) and he will do your fall clean-up the week of Thanksgiving for \$400.
He has your home number and my number here at work.

Thanks!
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

EXHIBIT M

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Date: Thursday, February 26, 2015 10:28:00 AM

Chana,

Can you please make a file for each flex request – medical and childcare – and attach the fax confirmation to the file, just in case there is some issue...cause there always is!! Thanks. j

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: flex spending
Date: Wednesday, March 18, 2015 12:34:00 PM

Thanks – Once I receive their denial letter I will call and bring them around!!

From: Chana Ritter-Box
Sent: Wednesday, March 18, 2015 9:37 AM
To: Hon Jill S Polk
Subject: flex spending

Jill –

I called up Flex Spending, and they received one of the two claims... so I just faxed over the other one, which I have confirmed. The service representative said that your medical coverage period was only from January 1 – July 30. They said that most of the claims you sent in occurred outside of your period of coverage – only \$58.70 was approved from the \$363.33. I can call back tomorrow to check on the status of the claims that I re-sent today.

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

EXHIBIT N

From: [Jill Polk](#)
To: [Chana Ritter-Box](#)
Subject: FW: Your Time Warner Cable appointment has been confirmed
Date: Friday, November 06, 2015 10:13:47 AM

From: do-not-reply@timewarnercable.com
To: JSPOLK@[REDACTED]
Subject: Your Time Warner Cable appointment has been confirmed
Date: Thu, 5 Nov 2015 18:27:26 -0500

[Review your Time Warner Cable order and appointment details.](#)



Thank you for your order.



Please take a moment to review your appointment and order details below. Save or print this email for your reference, as you may need your account information in the near future.

[REDACTED]

Jill Polk

[REDACTED]
[REDACTED]

[REDACTED]

Account Number:

[REDACTED]

Customer Code:

[REDACTED]

Work Order Number:

160621761

Appointment Date:

Wednesday, November 11, 2015

Technician Arrival Time:

1:00 PM-2:00 PM

[REDACTED]

[REDACTED]

High Speed Internet
Digital Phone
Cable Television

*This email summarizes your order.
We'll be sending you another email soon to
confirm your appointment.*

Evening before appointment:
Phone call to: [REDACTED]

1 Hour before appointment start time*:
Phone call to: [REDACTED]

When your technician is on the way:
Phone call to: [REDACTED]

*We will be contacting you at the following
times, using the preferred method of contact
you've chosen.*

**Please be sure someone is available respond
to our contact on the day of your appointment.
You will be asked to confirm your availability.*

*You can change your preferred methods of
contact using any of the options listed in the
"Need to make changes?" section below.*

*For this appointment, we will need to collect
the following payment before we can begin
work. The payment may include charges for
your first month's service, installation fees and
deposits.*

\$132.02

If you would like to pre-pay your fee, [click here](#), call 800-TWC-HELP or simply visit one of our [Payment Centers](#).

*Please have your credit card, debit card,
prepaid debit card, or checking/savings
account for EFT Processing ready for
payment to the technician at the time of the
appointment. Cash, cashier's check and
money order are not forms of payment that
our technicians can accept.*

Need to make changes?

Simply register at twc.com/account to manage your appointment online with a TWC ID or [contact us](#) via phone or chat.

Take control of your account with the My TWC® app.

Download the FREE My TWC® app to get up-to-the-minute service alerts, view real-time account information, pay your bill and more, even when you're on-the-go.

Don't forget to visit twc.com/welcome.

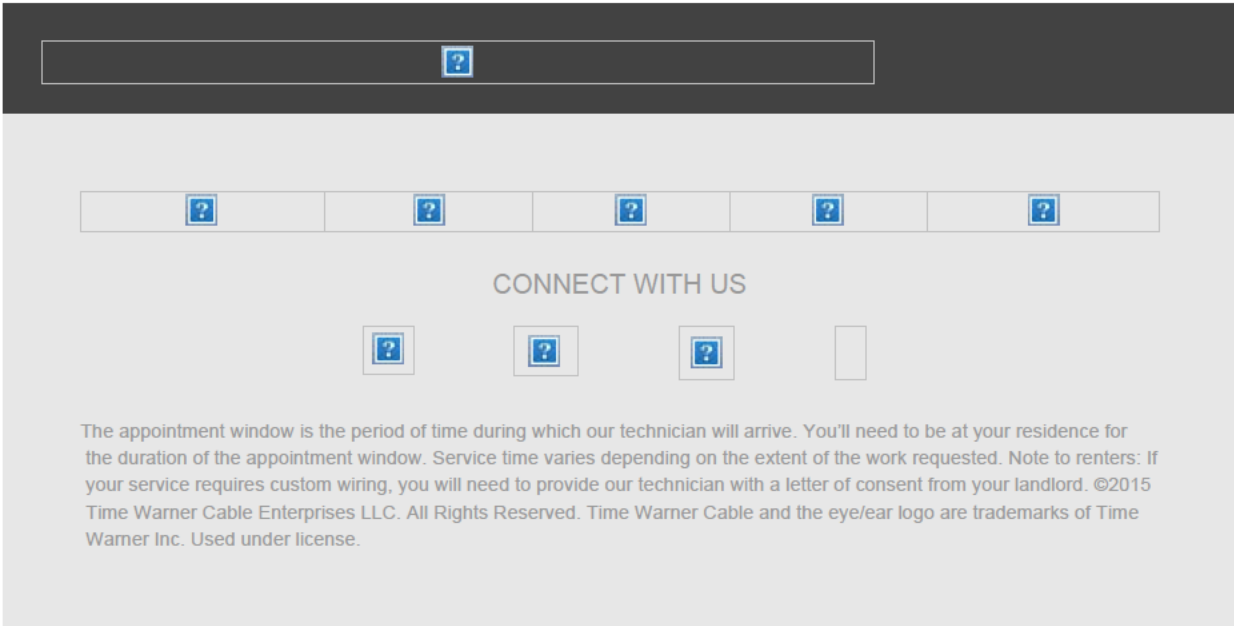
You'll be able to view how-to videos, set up your TWC ID, download amazing apps, manage your account and discover all the entertainment that's now right at your fingertips.

Please note that if your order requires a service technician to come to your home, you or

someone over the age of 18 with a valid government-issued ID must be there to welcome them.

Need Help?

[Join the TWC Community](#) to get many helpful tips from other TWC customers.



The appointment window is the period of time during which our technician will arrive. You'll need to be at your residence for the duration of the appointment window. Service time varies depending on the extent of the work requested. Note to renters: If your service requires custom wiring, you will need to provide our technician with a letter of consent from your landlord. ©2015 Time Warner Cable Enterprises LLC. All Rights Reserved. Time Warner Cable and the eye/ear logo are trademarks of Time Warner Inc. Used under license.

Need to make changes?

Simply register at twc.com/account to manage your appointment online with a TWC ID or [contact us](#) via phone or chat.

Take control of your account with the My TWC® app.

Download the FREE My TWC® app to get up-to-the-minute service alerts, view real-time account information, pay your bill and more, even when you're on-the-go.

Don't forget to visit twc.com/welcome.

You'll be able to view how-to videos, set up your TWC ID, download amazing apps, manage your account and discover all the entertainment that's now right at your fingertips.

Please note that if your order requires a service technician to come to your home, you or someone over the age of 18 with a valid government-issued ID must be there to welcome them.

Need Help?

[Join the TWC Community](#) to get many helpful tips from other TWC customers.

Thank you for choosing
Time Warner Cable.

From: Chana Ritter-Box
Sent: Friday, November 06, 2015 11:39 AM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: Time Warner Info

Here is the information I received from Don, Customer Service Supervisor at Time Warner, on 11/6:

On Nov 11th, TW will come to install

- Phone
- Internet
- Cable with **3 HiDef boxes** (install free of charge)

A digital tuner adapter will arrive via mail (**free**) after the 11th.

The original quote of \$132 (\$120) did NOT include 1 HiDef box and 1 adapter box. The monthly cost for these is \$26.59. \$319.08 will be immediately credited to your account (12 months of this cost of \$26.59/month). Your monthly charge for all TW services will be \$146.49.

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Chana Ritter-Box](#)
To: [REDACTED]@twcable.com
Cc: [Hon Jill S Polk](#)
Subject: Time Warner Jill Polk
Date: Wednesday, November 18, 2015 9:12:09 AM
Attachments: [SKM_224e15111809090 \(002\).pdf](#)



Account Assumption Form

OFFICE USE ONLY

Issue Trak # _____ Date: _____

Verification of the Current Customer

Please provide your initials next to what was verified:

SSN _____ TWC PIN _____
 DOB: _____ DL#/Gov. ID: _____

Verification of the New Customer

SSN _____ Account Standing _____
 DOB: _____ DL#/Gov. ID: _____

Please provide your initials that the new customer was provided with a Welcome Kit including the Subscriber Agreement and Privacy Notice:

SECTION 1: Current Account Holder

Name: Lorinda Terryson Account #: _____ Home Phone: _____

Service Address: _____

SECTION 2: New Account Holder

Name: Jill Polk

Billing Address: _____

Home Phone: _____ Alternate Phone: _____

SECTION 3: Existing Account Services

Internet Cable Phone Security WHDVR HBO SHO MAX Total Monthly Charges: \$ 176.53

Other (list) _____

Existing Equipment:

Equipment Type (Modem, Box, Router)	Equipment Serial Number or MAC Address

SECTION 4: Directory Listing (New Account Holder)

Directory Information - For Home Phone Service Only Listed Private (if Private, skip to next section)

~~Directory Listing: (exactly as it will appear in a listing) Phone Number: _____~~

~~Name: Wanda Polk~~

~~Address: _____~~

SECTION 5: Important Information about your Account Assumption request

IMPORTANT INFORMATION!!

The new account holder will not have access to, or receive any information concerning previous account or account holder information:

- If VM services exist, VM service will be disconnected and a new VM box will be established; any messages saved for the current customer will be lost once the request for Account Assumption is processed.
- If an e-mail account exists, all E-mail accounts will be disconnected and a new e-mail account will be established; any e-mails for the current customer will be lost once the request for Account Assumption has been processed
- Although an effort is made to ensure that campaigns and promotions are carried over, it is not guaranteed that these promotions will be available upon processing the request.

Change will be completed within 5 business days from receipt of form.

SECTION 6: Authorization and Acceptance of Account Assumption - Signatures

Please read the following and sign below:

Current Account Holder Authorization for Transfer of Account Services: I hereby authorize the transfer of my Time Warner Cable Services to the New Account Holder listed above. I understand that the New Account Holder will assume all responsibility for the Time Warner Cable Services received at the Service Address listed above under the terms of the Subscriber Agreement I entered into.

New Account Holder Acceptance of Transfer of Account Services: I hereby agree to assume responsibility for the Time Warner Cable Services at the Service Address listed and agree to be bound by the terms of the Subscriber Agreement entered into by the Current Account Holder including those terms indicating that any disputes arising under such agreement will be resolved by arbitration. I agree that I am responsible for all charges including any past due balances. I agree that my assumption of the Account services is effective as the date signed below.

Further, I agree that as indicated in the Time Warner Cable Subscriber Agreement, I am responsible for the Time Warner Cable Equipment, including any loss and damage, normal wear and tear excepted. I understand a credit inquiry is performed to verify my identity and to prequalify for services. Time Warner Cable may require that I pay a deposit prior to activation of service(s) based on the results of the credit inquiry, if my credit status changes, or if I fail to keep my account current. Deposits will be refunded, less any amounts due to Time Warner Cable, within forty-five (45) days of account termination and return of Time Warner Cable equipment if any, or otherwise as required by applicable law.

The current Time Warner Cable Subscriber Agreement, Privacy Notice and other policies can be found at: <http://help.twcable.com/html/policies.html>

Acceptance of Account Services: I understand am taking responsibility for the existing service, that I am subject to the Time Warner Cable Subscriber Agreement, and hereby authorize all account services to be placed under my name. I understand that I am responsible for all charges, and any balance due on the account.

Notice Relating to 911 Services: The Home Phone voice-enabled cable modem is electrically powered and, in the event of a power outage or Time Warner Cable network failure, Enhanced 911 services may not be available. The Time Warner Cable Terms of Service prohibit moving the voice-enabled cable modem to a new address. If you do so, Enhanced 911 services will not operate properly as emergency operators will be unable to accurately identify the caller's address in an emergency. If you would like to establish service at a new address you must call Time Warner Cable.

Care of Equipment: Customer is responsible for Time Warner Cable's equipment and its return to Time Warner Cable and shall bear all risks of loss and damage to it including fire, theft, lightning and any acts of nature, except such as may be due to normal wear and tear. Customer agrees not to and not to allow others, to tamper with, alter or services such equipment or to remove it from the point of initial installation.

Current Subscriber's Signature: [Signature] Date: 11/17/15

New Subscriber's Signature: [Signature] Date: 11/18/15

SECTION 7: Notarization

Notary: If returned via e-mail, U.S. Postal Service, or fax, notarization is required with accompanied documentation. Notary cannot be Account Holder or Authorized User of current or assumed account.

Notary Signature: [Signature]
Date of Notary: 11/17/2015 Notary Seal:

JUDITH A. JACOBSON
Notary Public, State of New York
No. 01JA6057354
Qualified in Albany County
Commisison Expires April 16, 20 19

Notary for Jill Palk
[Signature]

Notary 11/18/15
Date

Seal

ADELE E ROSIAK
NOTARY PUBLIC
SCHENECTADY COUNTY NY
REG NO 01R04948927
MY COM EXP 03/27/2019

EXHIBIT O

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: New keying for locks
Date: Wednesday, November 18, 2015 3:11:00 PM

Perfect Thank you so much. j

From: Chana Ritter-Box
Sent: Wednesday, November 18, 2015 2:37 PM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: New keying for locks

Jill,

I spoke with two locksmiths – one quoted the price of \$140+ tax for keying 2 new locks (I wasn't sure of the exact number you needed), and the other quoted \$100+ tax, so I went with the lower one.



They will be at your house on Wed, Nov 25, at 9am.

Wolfe Security
136 Erie Boulevard, Schenectady, NY 12305 | (518) 346-0561

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

EXHIBIT P

From: Hon Jill S Polk
Sent: Monday, June 15, 2015 1:32 PM
To: Tennyson, Lorinda (DOT)
Subject: FW: hotels

Fyi – one of them is the harbor house where we normally stay!

From: Chana Ritter-Box
Sent: Monday, June 15, 2015 10:06 AM
To: Hon Jill S Polk
Subject: hotels

http://www.booking.com/hotel/us/the-masthead-resort.en-us.html?aid=306742;label=msn-K6gr0qfteKRlx1T6PRpula-8491433830;sid=371951adab837e17796741c59bd8b2a3;dcid=1;age=12;checkin=2015-07-27;checkout=2015-08-01;dist=0;group_adults=1;group_adults=2;group_children=0;group_children=1;group_rooms=29426520_82538515_0_0_2_0_0%2C29426511_82538515_0_0_2_0_0;no_rooms=2;req_adults=3;req_age=12;req_children=1;srfid=9c2c645ba3be093a35bcec4ed3027cf3eaed12aeX6;type=total;ucfs=1&
http://www.booking.com/hotel/us/beaconlight-guest-house.en-us.html?aid=306742;label=msn-K6gr0qfteKRlx1T6PRpula-8491433830;sid=371951adab837e17796741c59bd8b2a3;dcid=1;age=12;checkin=2015-07-27;checkout=2015-08-01;dist=0;group_adults=1;group_adults=2;group_children=0;group_children=1;group_rooms=35578702_81640330_0_1_2_0_0%2C35578705_81640330_0_1_2_0_0;no_rooms=2;req_adults=3;req_age=12;req_children=1;srfid=9c2c645ba3be093a35bcec4ed3027cf3eaed12aeX1;type=total;ucfs=1&

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Tennyson, Lorinda \(DOT\); jspolk@](#) [REDACTED]
Subject: FW:
Date: Monday, June 15, 2015 1:40:00 PM

From: Chana Ritter-Box
Sent: Wednesday, June 10, 2015 1:13 PM
To: Hon Jill S Polk
Subject:

<http://www.vrbo.com/168966ha>

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: P-Town Rentals
Date: Wednesday, June 08, 2016 10:35:00 AM

Thanks

From: Chana Ritter-Box
Sent: Wednesday, June 08, 2016 9:49 AM
To: Hon Jill S Polk <[REDACTED]>
Subject: RE: P-Town Rentals

Very good – I emailed them and left your [REDACTED] email address as a method of getting back to you.

From: Hon Jill S Polk
Sent: Wednesday, June 08, 2016 9:27 AM
To: Chana Ritter-Box <[REDACTED]>
Subject: RE: P-Town Rentals

Chana,

Can you get particulars on the condo for weeks July 23-30 and July30-August 5 (or whatever the sat. sat week is)– it looks like both weeks are available... Thanks – Please let them know that I will be taking one of the weeks! jill

From: Chana Ritter-Box
Sent: Tuesday, June 07, 2016 3:34 PM
To: Hon Jill S Polk <[REDACTED]>; Chana Ritter-Box <[REDACTED]>
Subject: P-Town Rentals

<https://www.homeaway.com/vacation-rental/p3961746>

<https://www.homeaway.com/vacation-rental/p4217736>

<https://www.homeaway.com/vacation-rental/p3751965>

<https://www.homeaway.com/vacation-rental/p111772>

<https://www.homeaway.com/vacation-rental/p165959>

Chana Maya Ritter-Box

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk; "Jill Polk"](#)
Cc: [Chana Ritter-Box](#)
Subject: Provincetown Contract/Check
Date: Friday, June 10, 2016 10:07:19 AM
Attachments: [SKM_224e16061009090.pdf](#)

Jill S. Polk



June 10, 2016

(Fax and Mail: [Redacted])
Ron Whittle



Dear Ron:

Please find enclosed the provided contract and check with regard to the vacation rental of [Redacted] Unit 2, Provincetown, MA from July 23 - July 30, 2016. I appreciate your assistance!

Very truly yours,

Jill S. Polk

Encl.

JILL S POLK 05-97 1785

[Redacted] 29-7338/2213
6423

June 10, 2016 Date

Pay to the Order of Ron Whittle \$ 2750.00

two thousand seven hundred fifty + 00/100 Dollars

SEFCU
A Federal Credit Union
ALBANY, BINGHAMTON, BUFFALO, SYRACUSE

For rental + deposit for 6 on 11/21 Jill S Polk
1785

VACATION USE AND OCCUPANCY AGREEMENT
2016 Season

Date: June 8, 2016

Owner/contact info:

Ron Whittle

[REDACTED]

[REDACTED] (mobile)

[REDACTED] (Fax)

Email: [REDACTED]

Renter/contact info:

Name: Jill Polk

Address: [REDACTED]

City, ST
ZIP [REDACTED]

Home
Phone

Mobile
Phone [REDACTED]

Other Phone

Email [REDACTED]

Email 2 [REDACTED]

The Owner allows Renter to occupy the Premises at: [REDACTED] Unit 2, Provincetown, MA. for a Term of: 7 days. Total due now \$2750.00

COMMENCING AT 4 p.m. on July 23, 2016 and
TERMINATING AT 11 a.m. on: July 30, 2016.

Fees

Rental:	\$2100.00
Cleaning fee:	\$ 150.00

Refundable Security Deposit:	\$ 500.00
Total	2750.00

Payment Schedule

If making your reservation within 2 months of rental period:

- 1. Total amount (rental, cleaning, security deposit) due to hold reservation**

All deposits are fully refundable up to 60 days of your arrival.

THE PARTIES HEREBY CONVEYANT AND AGREE:

A: The Legal Stuff to protect Owner and Renter:

1. The Owner hereby grants to the Renter a license to use and occupy the Premises on the Occupancy Date.
2. The Renter recognizes that the occupancy hereby allowed is permissive only and that no tenancy or lease is created thereby. In no event shall this agreement be construed to create a landlord-tenant relationship between the parties
3. This lease is for the occupancy of no more than 4 persons.
4. Renters may not assign this lease or sublet the premises.
5. Parking for 2 cars is provided - located in the rear of building accessed from Maple Drive.
6. The premise is being offered furnished and sheets and towels are provided. Bed sizes are two queen beds, one in each bedroom.
7. The premise is to be returned in the same condition.
8. There is basic cable and wireless Internet service; there is no telephone service.
9. No article or substance shall be kept on the premises which is illegal; no fund raising events to be held; nor any activity or occupation which is illegal, noisy or dangerous.
10. Owner shall not be liable for damage of personal property which may be lost, stolen, damaged or destroyed by fire, water or otherwise.
11. Gas Grill is provided.
12. All rubbish by Renter is to be placed in proper receptacles. Recycling polices of town must be adhered to.
13. Renter shall be responsible for all damage or breakage and/or loss to the premises, except normal wear and tear.
14. If Renter defaults and/or otherwise fails to comply as regards to any item in this lease, the Renter agrees to vacate said premises upon receipt of proper notice from the Owner.
15. There are no pets allowed. If a renter brings a pet, the security deposit will be forfeited; renter agrees that the Owner has no adequate remedy in the event of Renter's default under this Agreement because it is impossible to compute exactly what damages which would accrue to Owner in such event. Therefore, the Parties have taken these facts into account in setting the amount of the deposits hereunder and hereby agree that: (i) the security deposit hereunder is the best estimate of such damages, which would accrue to Owner.
16. The rental of these premises is for a vacation or recreational purpose as expressed in Massachusetts General Laws C 186 15B(9).
17. Pool use is At Your Own Risk. Owners assume no liability for any loss, damage, injury or expense suffered. This pertains to all tenants and their guests. Please exercise caution and good judgement in and around the pool area. No glass containers allowed.
18. **This is Non Smoking unit.**

B. Policy

1. We reserve the right to make changes due to unforeseen circumstances. These are rare, but can occur. If we need to cancel your reservation due to such an event, you will receive a full refund of all monies that have been paid to us. Damages for cancellation are limited to the amount you have paid to us.
2. Renter Cancellation Policy.
 - a. A sixty (60) day notice is required for cancellation. Cancellations that are made more than sixty (60) days prior to the arrival date will incur no penalty.
 - b. Cancellations that are made within 60 days of the arrival date forfeit the full rental price UNLESS we are able to re-rent the week. We want to keep you as our client or future client, so we will do everything we can to fill your week. Early departure does not warrant any refund of rent.

C. Damage Deposits

The Damage Deposit will be returned within 14 days following the end of the tenancy unless the Renter has caused damage and in such case the value of the damage will be will deducted from the Damage Deposit and then any remainder returned to Renter within 21 days. Damage includes but is not limited to the following:

- Renter does not vacate by 11 a.m.
- Marks on the wall
- Violating NO PET Rule/Pet occupancy/pet damage
- Damage to furniture
- Broken items
- Missing items

Normal wear and tear is accepted. Please inform the owner immediately of any damages which may occur to the property during your stay.

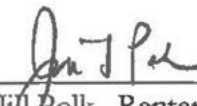
Please turn off A/C or reduce heat and leave keys on counter when departing.

Thank you. We hope you enjoy your stay!

Agreed and accepted:

Ron Whittle, Owner

Date



Jill Polk, Renter

6/10/16

Date

EXHIBIT Q

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Car service 10am Sat
Date: Friday, January 30, 2015 1:12:00 PM

Thank you so much!

From: Chana Ritter-Box
Sent: Friday, January 30, 2015 9:23 AM
To: Hon Jill S Polk
Subject: Car service 10am Sat

Jill,

You can drop your car off to be serviced this Saturday at 10am. 2116 Central Ave, Schenectady.
#374-3700

Thanks!

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: Car appointment
Date: Monday, August 08, 2016 10:08:17 AM

I called Lia Toyota, and they can service your car and get you a loaner tomorrow morning. I told them you would stop by around 8:30am.

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

EXHIBIT R

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Tire Warehouse/Warren Tire
Date: Tuesday, August 09, 2016 11:52:48 AM

Judge,

Tire Warehouse opens at 7:30am, they said they would be glad to take a look tomorrow morning. If I call back with the year/make/model of the car, they may be able to give an estimate over the phone for the cost of tires.

***Ask for Bart**

Address: 1717 Union St, Schenectady, NY 12309
Phone: (518) 377-6300

Warren Tire opens at 7:30am, they are full-service (brakes, tires, etc), and said you are welcome to come by tomorrow morning. They will do an estimate of the work for free.

Address: 712 State St, Schenectady, NY 12307
Phone: (518) 374-3326

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Tire Warehouse
Date: Tuesday, August 09, 2016 2:41:39 PM

Tire Warehouse in Niskayuna...

They are full-service, can look at repair brakes if needed.

Complimentary with purchase of tires:

Mounting/Balancing/Rotating/Repair – free for the length of time you own the tires.

Defect/Puncture repair free

General 75K mile tires: 105.95/each

Cooper 65K mile tires: 99.95/each

Private Label 60K mile tires: 71.95/each

Chana Maya Ritter

Secretary to Honorable Jill S. Polk

Schenectady County Family Court

620 State Street, Schenectady, NY 12305

p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: Lia Toyota
Date: Wednesday, August 10, 2016 2:33:35 PM

Lia Toyota gave these tire quotes:

Hankook: \$442/set of 4
Yokohama: \$552
Michelin: \$639

Add'tl quotes:

Alignment: \$109.95
Cabin filter: \$48.95
Engine filter: \$39.95

Rear brake pads and resurfacing: \$340.40

From: Chana Ritter-Box
Sent: Tuesday, August 09, 2016 2:42 PM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Tire Warehouse

Tire Warehouse in Niskayuna...

They are full-service, can look at repair brakes if needed.

Complimentary with purchase of tires:
Mounting/Balancing/Rotating/Repair – free for the length of time you own the tires.
Defect/Puncture repair free

General 75K mile tires: 105.95/each
Cooper 65K mile tires: 99.95/each
Private Label 60K mile tires: 71.95/each

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Lia Toyota/Warehouse
Date: Wednesday, August 10, 2016 4:34:29 PM

Thanks.

From: Chana Ritter-Box
Sent: Wednesday, August 10, 2016 3:53 PM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Lia Toyota/Warehouse

Lia Toyota

Hankook tires: \$442/set of 4, 50K mile

Michelin tires: \$639/set of 4, 65K mile

Yokahama tires: \$552/set of 4, 75K mile

Tire Warehouse

General: \$423/set of 4, 70K mile

Cooper: \$400/set of 4, 65K mile

Private: \$288/set of 4, 60K mile

From: Chana Ritter-Box
Sent: Tuesday, August 09, 2016 2:42 PM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Tire Warehouse

Tire Warehouse in Niskayuna...

They are full-service, can look at repair brakes if needed.

Complimentary with purchase of tires:
Mounting/Balancing/Rotating/Repair – free for the length of time you own the tires.

Defect/Puncture repair free

General 75K mile tires: 105.95/each

Cooper 65K mile tires: 99.95/each

Private Label 60K mile tires: 71.95/each

Chana Maya Ritter

Secretary to Honorable Jill S. Polk

Schenectady County Family Court

620 State Street, Schenectady, NY 12305

p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Tires
Date: Tuesday, December 20, 2016 12:53:00 PM

Judge,

I spoke to Bart at the Tire Warehouse (377-6300) in Schenectady. They open at 8am and can see you any morning this week.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Landscaping
Date: Monday, October 24, 2016 2:14:23 PM

Miller Landscaping:

Fall Clean-up

- including leaves off the porch, trampoline
- tree limb needs to be chopped

Schedule and Pricing:

- estimate of 2 days, \$200 each visit = \$400 total.
 - First and second Thursday in November
- Leaves left on curb for town.

*If you are interested in snow removal:
Snow - \$35 per push after three inches.

Judge – Would you like the proposal/estimate in writing? Let me know what else you need.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: Landscaping
Date: Tuesday, October 25, 2016 10:18:04 AM

Judge,

Miller Landscaping can come **this Thursday**, cut up the fallen limb and take it out. Mark said he will talk with the town and coordinate your fall clean up with their pickup schedule. He said he can also do the regular mowing on the same day as the leaf clean up, and put the grass clippings on the leaves to weigh them down so they won't scatter. I reiterated that you will need all the leaves cleaned off the porch, trampoline, and flower beds.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: RE: All Seasons Landscaping
Date: Monday, October 31, 2016 9:12:51 AM

Yes, I will call today.

Thanks,
Chana

From: Hon Jill S Polk
Sent: Monday, October 31, 2016 8:49 AM
To: Chana Ritter-Box <[REDACTED]>
Subject: RE: All Seasons Landscaping

So, Happy Monday...Someone from their company left a card, but no estimate...can you please call again and also Brennan, and a few others. Thanks so much. jill

From: Chana Ritter-Box
Sent: Wednesday, October 26, 2016 11:44 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: All Seasons Landscaping

Judge,

I spoke to Miller Landscaping and told him you would not be needing his Fall Clean Up services.

I called Ron Davis and All Seasons Landscaping. I went through the list of things you need done for the Fall Clean Up. He said he will stop by your house this week and call back with an estimate. He assured me that he always hauls away leaves...

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

EXHIBIT T

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: RE: Pest Control
Date: Thursday, October 27, 2016 1:46:54 PM

Yes – I left a message with them but they have not called back.

From: Hon Jill S Polk
Sent: Thursday, October 27, 2016 1:28 PM
To: Chana Ritter-Box <[REDACTED]>
Subject: RE: Pest Control

Thanks you so much. Fyi, Did you call the other company on the list I gave you

From: Chana Ritter-Box
Sent: Thursday, October 27, 2016 10:08 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Pest Control

Judge,

I called several pest control agencies, and left messages. Jack Johnson from Family Pest Control called back, said they do not work weekends, but can come by tomorrow (Friday) between 12 – 1pm. If that time is amenable, I can meet them there if you are not available. They did ask for details about the location of the nest/hive, if you have seen any live bees or wasps by that area or in the house, etc. Please let me know how you would like to proceed. I can keep calling other pest control centers to see if they have weekend hours.

Family Pest Solution

[REDACTED]

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

EXHIBIT U

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#); [Chana Ritter-Box](#)
Subject: Snow Blower Repair
Date: Tuesday, December 20, 2016 10:02:00 AM

Judge,

I spoke to Chris at Full Throttle Repair in Niskayuna. He said the soonest he can pick it up is next Tuesday, December 27, and the charge is \$85. Please let me know if you would like me to schedule it for you.

<http://www.fullthrottlerepairshop.com/about-us.html>

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

EXHIBIT V

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Calendar
Date: Monday, March 02, 2015 9:41:00 AM

I do not know the number exactly – it is Elan and my hairstylist is Dolores, the owner. I will look it up later....thanks. j

From: Chana Ritter-Box
Sent: Monday, March 02, 2015 9:40 AM
To: Hon Jill S Polk
Subject: Calendar

Good morning!

Here is a look at this week's calendar:

March 3 - Mock trial at 4:30pm

March 4 - Hair appointment at 5:15pm (need to reschedule)

March 8 – Daylight savings ☺

Please send me the phone number for your hair stylist, and I will reschedule the appointment.

Thanks!
Chana

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Cc: [Lorinda Tennyson](#)
Subject: RE: March 19th haircut
Date: Monday, March 09, 2015 4:37:00 PM

Thank you!!

From: Chana Ritter-Box
Sent: Monday, March 09, 2015 4:35 PM
To: Hon Jill S Polk
Subject: March 19th haircut

March 19th at 3:45pm you are scheduled for a haircut... and then on to the Italian American Bar Association dinner at 6pm. *Remember to get a sitter, because Rindy is also going out to dinner.

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: hair appointment Sat 2pm
Date: Friday, May 22, 2015 10:14:00 AM

Thanks..

From: Chana Ritter-Box
Sent: Friday, May 22, 2015 10:06 AM
To: Hon Jill S Polk
Subject: hair appointment Sat 2pm

Hi there!

I rescheduled your hair appointment for this Saturday at 2pm:

Liza at Townsend & Co., 153 S Swan St Albany #449-1535

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Dentist 6/1 12pm
Date: Tuesday, June 02, 2015 8:26:00 AM

thanks – is that for a check-up also? j

From: Chana Ritter-Box
Sent: Thursday, May 28, 2015 10:36 AM
To: Hon Jill S Polk
Subject: Dentist 6/1 12pm

Dental appointment/cleaning on Monday, 12pm at [REDACTED], Niskayuna. Phone is [REDACTED].

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Dental on Oct 6, March 7.
Date: Wednesday, August 26, 2015 10:32:00 AM

Thank you so much

From: Chana Ritter-Box
Sent: Wednesday, August 26, 2015 10:11 AM
To: Hon Jill S Polk <[REDACTED]>
Subject: Dental on Oct 6, March 7.

Jill, your next dental appointment will be on Oct 6, 4pm. I scheduled a cleaning for March 7, 4pm.

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Eye appointment
Date: Wednesday, January 13, 2016 1:40:17 PM

Thank you so much

From: Chana Ritter-Box
Sent: Wednesday, January 13, 2016 10:33 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Eye appointment

You have an appointment with Dr. [REDACTED] in Latham on Feb 24 at 4pm – I blocked off the calendar.

Thanks!

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: Chana Ritter-Box
Sent: Monday, February 22, 2016 4:03 PM
To: Hon Jill S Polk
Subject: 4pm March 3rd Dr. [REDACTED]

I rescheduled your appointment with Dr. [REDACTED] for 4pm March 3rd – your eyes will need to be dilated.

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: [REDACTED]
Date: Wednesday, July 06, 2016 10:19:00 AM

I think that should work – [REDACTED] is at travel camp that night.

From: Chana Ritter-Box
Sent: Wednesday, July 06, 2016 9:53 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: [REDACTED]

I scheduled a meeting for you with [REDACTED] on July 14 at 4pm... Please let me know if this works for you – they said we can always change it last minute if needed.
Thanks!

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Dr. [REDACTED] 1/4 at 8am
Date: Tuesday, September 13, 2016 12:18:00 PM

Thanks..

From: Chana Ritter-Box
Sent: Tuesday, September 13, 2016 9:52 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Dr. [REDACTED] 1/4 at 8am

Judge,

I scheduled you for a cleaning at Dr. [REDACTED]'s office, January 4, at 8am.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: RE: [REDACTED]
Date: Tuesday, September 13, 2016 2:08:22 PM

Judge,

I spoke with the secretary at Dr. [REDACTED]'s office, and she is faxing the script over to the [REDACTED] campus now, with a note of your appointment time and date.

Thanks,
Chana

From: Hon Jill S Polk
Sent: Tuesday, September 13, 2016 12:18 PM
To: Chana Ritter-Box <[REDACTED]>
Subject: RE: [REDACTED]

Yes, please call Dr. [REDACTED] and ask for the RX

From: Chana Ritter-Box
Sent: Tuesday, September 13, 2016 9:44 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED].gov>
Subject: [REDACTED]

Judge,

I scheduled you for a [REDACTED] at [REDACTED] Street.

It is on Wednesday, September 28th, 7am check-in, appointment at 7:30am.

You will need to either bring a script or have your doctor fax one over. Let me know if you would like me to call your doctor – if it is Dr. [REDACTED], I have her contact information.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: FW: Oct 20 7am, [REDACTED]
Date: Thursday, September 29, 2016 10:42:24 AM

From: Chana Ritter-Box
Sent: Wednesday, September 28, 2016 9:25 AM
To: Hon Jill S Polk <[REDACTED]>
Subject: Oct 20 7am, [REDACTED]

Judge,

Your appointment for a [REDACTED] is scheduled for Oct 20, 7am check-in, 7:30am appointment at [REDACTED] St.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: Chana Ritter-Box
Sent: Tuesday, October 18, 2016 12:26 PM
To: Hon Jill S Polk
Subject: Hair appointment, 4pm 10/21

Judge,

Your hair appointment with Dolores is confirmed and on the calendar for 4pm on Friday, October 21.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: RE: [REDACTED] rescheduled 11/2
Date: Thursday, October 27, 2016 1:51:41 PM

Judge,

I spoke to the secretary, and she said there is no rescheduling needed... you are confirmed for **November 2, 7:45am** at [REDACTED]. They have your script and you are good to go.

Thanks,
Chana

From: Hon Jill S Polk
Sent: Thursday, October 27, 2016 1:28 PM
To: Chana Ritter-Box <[REDACTED]>
Subject: RE: [REDACTED] rescheduled 11/2

I believe they called my house and needed to reschedule yet again!! [REDACTED] listened to the message and relayed the info to me!! Can you call and check on this please. Thanks so much. j

From: Chana Ritter-Box
Sent: Wednesday, October 19, 2016 10:39 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: [REDACTED] rescheduled 11/2

Judge,

[REDACTED] did not have any openings for Friday, but I scheduled you a **7:45am appointment on [REDACTED] for 11/2.**

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Nov 18 [REDACTED]
Date: Tuesday, November 01, 2016 9:23:30 AM

Judge,

They did not have an opening for your [REDACTED] next Friday, so I scheduled you for Friday, **November 18, 7am** arrival, 7:30am appointment at [REDACTED] street.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: Chana Ritter-Box
Sent: Wednesday, November 16, 2016 9:49 AM
To: Hon Jill S Polk
Cc: Chana Ritter-Box
Subject: 12.13.16 physical with Dr. [REDACTED] 8:15am

Judge,

I scheduled you for a physical with Dr. [REDACTED] on **Tuesday, December 13, 2016 at 8:15am**. Please let me know if this works for you, or I will reschedule. I know there are some mornings you need to tend to [REDACTED]'s morning school tutoring/activities. They updated your bloodwork script and will be faxing it directly here. I will give it to you when I receive it (or follow-up if does not come in today).

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: 1/26 8:15am
Date: Thursday, December 01, 2016 9:15:00 AM

Judge,

I made an appointment for you with Dr. [REDACTED] on Thursday, January 26, at 8:15am. The receptionist said she will have the [REDACTED]. I will call to check on the refill with the office in a few days, to make sure it goes through.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#); [Chana Ritter-Box](#)
Subject: 2/17/17 8am Dr. [REDACTED]
Date: Friday, December 30, 2016 10:44:00 AM

Judge,

You were originally scheduled for an appointment with Dr. [REDACTED] on Jan 4 at 8am, but an appointment for [REDACTED] was scheduled at the same time for Dr. [REDACTED]. I changed your appointment with Dr. [REDACTED] to **Friday, February 17 at 8am.**

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Cc: [Chana Ritter-Box](#)
Subject: Dr. [REDACTED] 1/24, 8:15am
Date: Tuesday, January 03, 2017 2:01:00 PM

Judge,

I rescheduled your appointment with **Dr. [REDACTED]** for **Tuesday, January 24, at 8:15am.**
It was originally scheduled for 1/26, when you will be out of town.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

EXHIBIT W

From: critter [REDACTED]
To: jspolk [REDACTED] jspolk [REDACTED]
Subject: [REDACTED] July 6 8:50am
Date: Fri, 26 Jun 2015 13:44:53 +0000

[REDACTED] is scheduled for a [REDACTED] at 8:50am on July 6, arrive 20 mins early.
[REDACTED]

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: dentist for [REDACTED]
Date: Monday, July 20, 2015 2:02:00 PM

yes

From: Chana Ritter-Box
Sent: Monday, July 20, 2015 10:03 AM
To: Hon Jill S Polk
Subject: dentist for [REDACTED]

Your schedule is pretty packed.. I am having trouble finding a time to schedule [REDACTED] for the dentist.
Can we look at your calendar and figure out a couple good times?

Thanks!

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: contact lenses
Date: Wednesday, August 12, 2015 12:49:00 PM

Thank you – what appts. Dates do they have available? j

From: Chana Ritter-Box
Sent: Tuesday, August 11, 2015 12:11 PM
To: Hon Jill S Polk <[REDACTED]>
Subject: contact lenses

I called up Vision Works. They said first step is to schedule an eye exam. Then [REDACTED] can schedule a time to go to one of the classes to learn how to take care of and insert the contact lenses. The classes are Mon-Fri at 10am and 4pm, and Sat at 10am. Let me know a good date to set it up/dates to avoid!

Thanks,
Chana

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Contact exam Aug 26 5pm
Date: Thursday, August 13, 2015 8:27:54 AM

Thank you so much...

From: Chana Ritter-Box
Sent: Wednesday, August 12, 2015 2:20 PM
To: Hon Jill S Polk <[REDACTED]>
Subject: Contact exam Aug 26 5pm

So, there is a different vision exam for contacts because they have to take measurements. Because [REDACTED] already had a vision exam this year, the cost of this one will be out of pocket, ranging anywhere from \$75-168. At the time of the exam, you can make an appointment for the class – basically they want to have the lenses in stock so she can actually put them in.

Her appointment is Aug 26 at 5pm at VisionWorks, 418B Balltown Road.

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE [REDACTED]'s contact appt rescheduled
Date: Monday, August 17, 2015 8:57:00 AM

Thanks...

From: Chana Ritter-Box
Sent: Friday, August 14, 2015 4:15 PM
To: Hon Jill S Polk <[REDACTED]>; Tennyson, Lorinda (DOT) <[REDACTED]>
Subject: [REDACTED]'s contact appt rescheduled

The appointment has been rescheduled for Aug 27th at 4pm, Vision Works on Balltown.

Chana M. Ritter-Box
Secretary to the Judge
Schenectady County Family Court
Chambers of the Hon. Jill S. Polk
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: [REDACTED]'s hair appointment
Date: Wednesday, December 09, 2015 10:41:00 AM

Thank you – does she know it will be a dye job!

From: Chana Ritter-Box
Sent: Wednesday, December 09, 2015 9:37 AM
To: Hon Jill S Polk <[REDACTED]>
Subject: [REDACTED]'s hair appointment

I spoke with Dolores – she normally doesn't come into work on Fridays, but said she would be glad to accommodate the birthday girl. [REDACTED] has an appointment with her at 9am on Jan 8th.

Thanks,
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [REDACTED]@POLK@NYCOURTS.GOV
Sent: Wednesday, January 20, 2016 9:58 AM
To: Chana Ritter-Box
Subject: From the chambers of Hon. J Polk
Attachments: SKM_224e16012009570.pdf

Appt on
Jan 25



Hello and welcome to [redacted]
Please help us by completing the following information regarding your child:

CHILD'S NAME [redacted] NICKNAME [redacted] HOME PHONE [redacted]
 HOME ADDRESS [redacted]
 CITY [redacted] SOC. SEC. NO. [redacted]
 STATE ny ZIP 12309 BIRTH DATE [redacted] SEX: MF
 Your Child's Favorite:
 Person _____ Fictional Character _____ Toy _____
 Hobby _____ Sport Crew
 SCHOOL [redacted] Grade 7th
 Other children in family (names and ages): _____
 Tell us about your child's home environment: _____
 Anything else you feel would help us to get to know your child better?: _____

Whom may we thank for referring your child to our office? Name: Chara Potter - Dik
 Address: _____

In case of emergency - who should be notified? Jill Polk Phone #: [redacted]
 (other than parent)

PARENT/GUARDIAN Jill Polk Home Phone [redacted] Cell# [redacted]
 Home Address (IF DIFFERENT) _____ Work Phone [redacted] Ext. _____
 City _____ Soc. Sec. No. [redacted]
 State _____ Zip _____ Birth Date [redacted]
 Email Address [redacted] Marital Status single
 Employer's Name Warfield Court System Title Judge
 Employer's Address _____

Please complete the following if you have dental insurance coverage in this parent/guardian's name:
 Dental Insurance Co. Name Emblem Health Dental Group No. [redacted]
 Ins. Co. Mailing Address PO Box 2078, Ny, Ny 12116 Member/Policy No. [redacted]

PARENT/GUARDIAN _____ Home Phone _____ Cell# _____
 Home Address (IF DIFFERENT) _____ Work Phone _____ Ext. _____
 City _____ Soc. Sec. No. _____
 State _____ Zip _____ Birth Date _____
 Email Address _____ Marital Status _____
 Employer's Name _____ Title _____
 Employer's Address _____

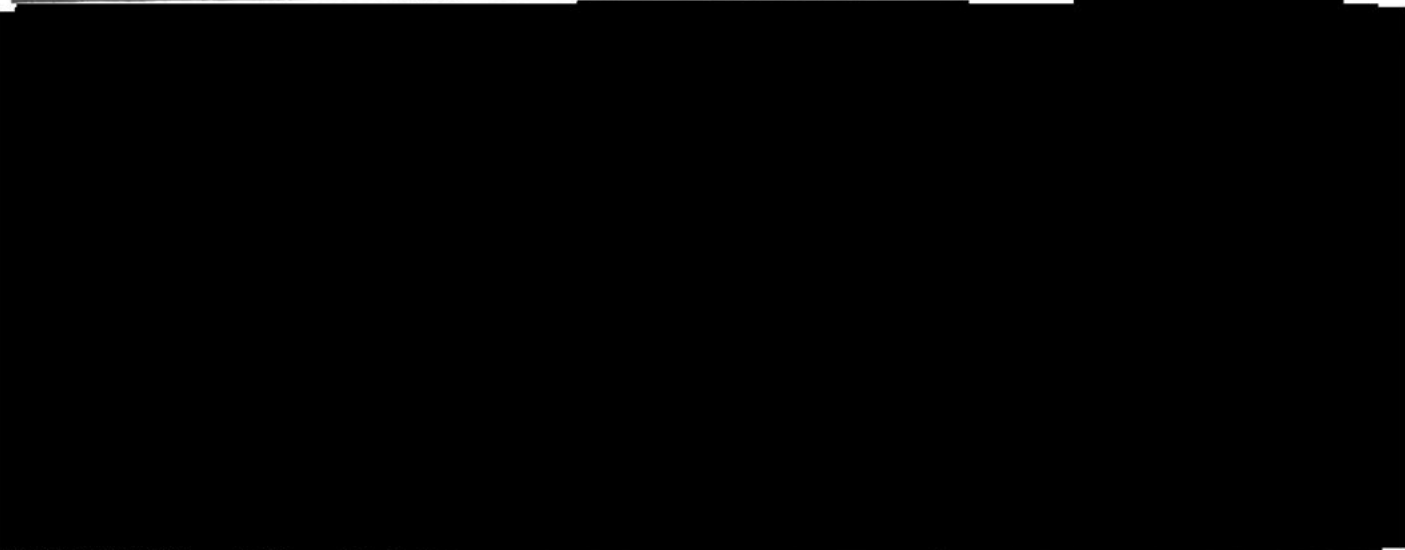
Please complete the following if you have dental insurance coverage in this parent/guardian's name:
 Dental Insurance Co. Name _____ Dental Group No. _____
 Ins. Co. Mailing Address _____

If divorced, who has legal custody (please circle one): Mother Father Joint Other

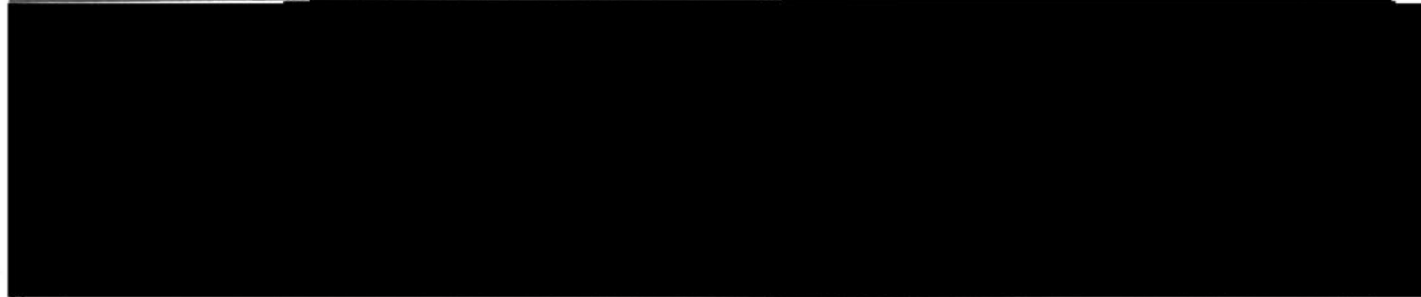
Please turn over to complete comprehensive medical/dental history.
 Thank you.



CHILD'S COMPREHENSIVE MEDICAL HISTORY



HAS YOUR CHILD HAD ANY OF THE FOLLOWING? PLEASE CIRCLE NUMBER:



I give my permission for release of my child's medical records to _____ as may be judged necessary by the doctors.

The medical/dental information provided on this form has been given by:

Name Jill Polk
Date 1/19/16 Relationship to Child mother and has been fully discussed with the above named person by: _____ Date _____

CHILD'S COMPREHENSIVE DENTAL HISTORY



Signature Jill Polk Date 1/19/16 Relationship to Child mother

THANK YOU FOR HELPING US TO BECOME BETTER ACQUAINTED WITH YOUR CHILD

From: Chana Ritter-Box
Sent: Wednesday, January 20, 2016 9:57 AM
To: 5187854910@fax.nycourts.gov
Cc: Chana Ritter-Box
Subject: [REDACTED] Polk, appt on January 25
Attachments: SKM_224e16012009570.pdf

Appt on
Jan 25



Hello and welcome to [redacted]
Please help us by completing the following information regarding your child:

CHILD'S NAME [redacted] NICKNAME [redacted] HOME PHONE [redacted]
HOME ADDRESS [redacted]
CITY [redacted] SOC. SEC. NO. [redacted]
STATE ny ZIP 12309 BIRTH DATE [redacted] SEX: MF
Your Child's Favorite:
Person _____ Fictional Character _____ Toy _____
Hobby _____ Sport Crew
SCHOOL [redacted] Grade 7th
Other children in family (names and ages): _____
Tell us about your child's home environment: _____

Anything else you feel would help us to get to know your child better?: _____

Whom may we thank for referring your child to our office? Name: Chara Potter - Dik

Address: _____

In case of emergency - who should be notified? Jill Polk Phone #: [redacted]
(other than parent)

PARENT/GUARDIAN Jill Polk Home Phone [redacted] Cell# [redacted]
Home Address (IF DIFFERENT) _____ Work Phone [redacted] Ext. [redacted]
City _____ Soc. Sec. No. [redacted]
State _____ Zip _____ Birth Date [redacted]
Email Address [redacted] Marital Status single
Employer's Name Waukegan Court System Title Judge
Employer's Address _____

Please complete the following if you have dental insurance coverage in this parent/guardian's name:

Dental Insurance Co. Name Emblem Health Dental Group No. [redacted]
Ins. Co. Mailing Address PO Box 2078, Ny, Ny 12116 Member/Policy No. [redacted]

PARENT/GUARDIAN _____ Home Phone _____ Cell# _____
Home Address (IF DIFFERENT) _____ Work Phone _____ Ext. _____
City _____ Soc. Sec. No. _____
State _____ Zip _____ Birth Date _____
Email Address _____ Marital Status _____
Employer's Name _____ Title _____
Employer's Address _____

Please complete the following if you have dental insurance coverage in this parent/guardian's name:

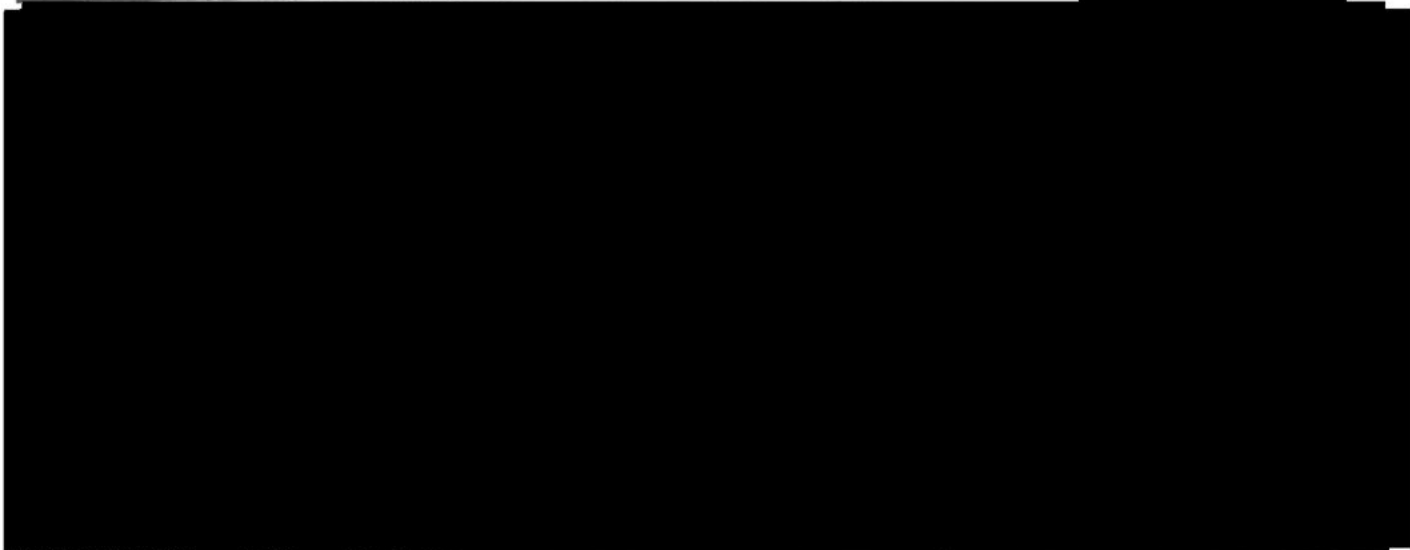
Dental Insurance Co. Name _____ Dental Group No. _____
Ins. Co. Mailing Address _____

If divorced, who has legal custody (please circle one): Mother Father Joint Other

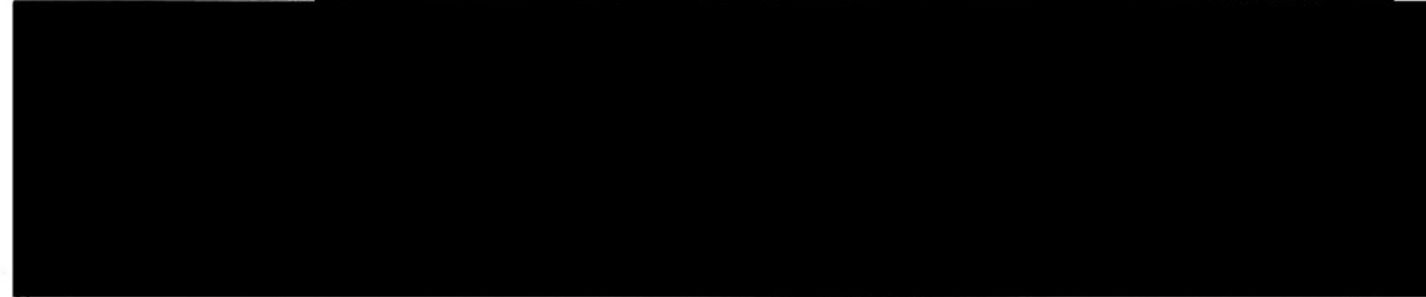
Please turn over to complete comprehensive medical/dental history.
Thank you.



CHILD'S COMPREHENSIVE MEDICAL HISTORY



HAS YOUR CHILD HAD ANY OF THE FOLLOWING? PLEASE CIRCLE NUMBER:

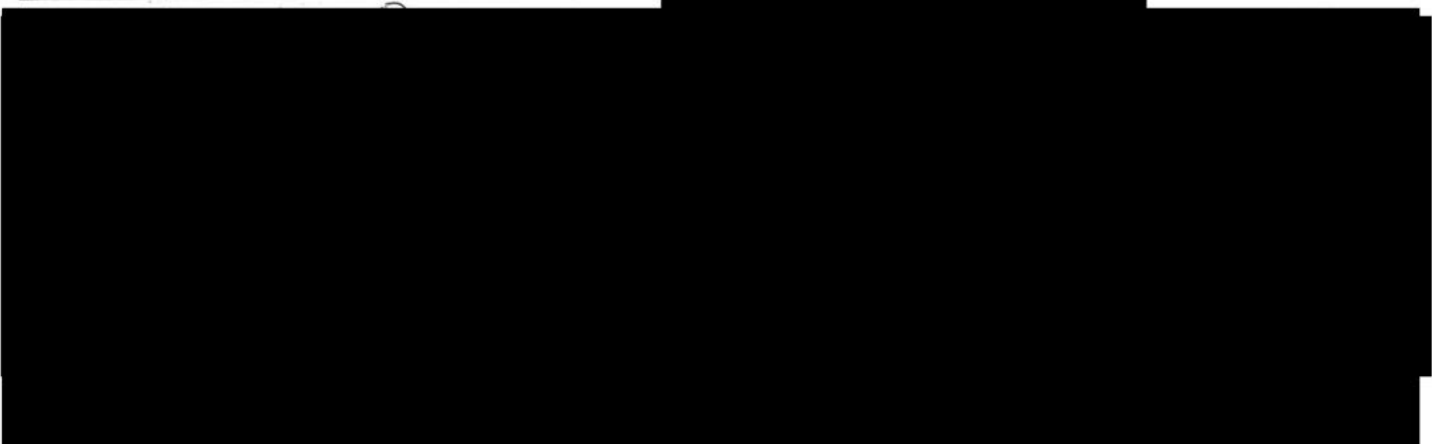


I give my permission for release of my child's medical records to [redacted] as may be judged necessary by the doctors.

The medical/dental information provided on this form has been given by:

Name Jill Polk
Date 1/19/16 Relationship to Child mother and has been fully discussed with the above named person by: _____ Date _____

CHILD'S COMPREHENSIVE DENTAL HISTORY



Signature Jill Polk Date 1/19/16 Relationship to Child mother

THANK YOU FOR HELPING US TO BECOME BETTER ACQUAINTED WITH YOUR CHILD

From: gwfaxadmin@nycourts.gov
Sent: Wednesday, January 20, 2016 10:00 AM
To: Chana Ritter-Box
Subject: Fax sent
Attachments: Fax Output File.tif

Your fax was successfully sent to 5187854910.

Fax number: 5187854910
Subject: [REDACTED] Polk, appt on January 25
Status: (success)
Completed: 10:00:26 AM, Wednesday, January 20, 2016 Sent pages: 3 of 3
Duration: 0:02:03
Cost: 103
Account:
ID: *no cid*
Received CSID: 5187854910

Fax Message

To: 5187854910

Fax: 5187854910

From: Chana Ritter-Box

Date: 1/20/2016 9:56 AM

Pages: 1 of 3 (including this page)

Subject: [REDACTED] Polk, appt on January 25

Appt on
Jan. 25

Hello and welcome to [redacted]
Please help us by completing the following information regarding your child:

CHILD'S NAME [redacted] NICKNAME [redacted] HOME PHONE [redacted]
HOME ADDRESS [redacted]
CITY [redacted]
STATE NY ZIP 12109 SOC. SEC. NO. [redacted]
Your Child's Favorite: BIRTH DATE [redacted] SEX: M

Person Fictional Character Toy
Hobby Sport Crew
SCHOOL [redacted] Grade 7th

Other children in family (names and ages):
Tell us about your child's home environment:
Anything else you feel would help us to get to know your child better?:

Whom may we thank for referring your child to our office? Name: Chad Miller - D.D.
Address:

In case of emergency - who should be notified? (other than parent) Jill Poth Phone #: [redacted]

PARENT/GUARDIAN Jill Poth
Home Address (IF DIFFERENT) [redacted] Home Phone [redacted] Cell# [redacted]
City [redacted] Work Phone [redacted] Ext. [redacted]
State [redacted] Zip [redacted] Soc. Sec. No. [redacted]
Email Address [redacted] Birth Date [redacted]
Employer's Name Hempstead Court System Marital Status Single
Employer's Address [redacted] Title Judge

Please complete the following if you have dental insurance coverage in this parent/guardian's name:
Dental Insurance Co. Name Emblem Health Dental Group No. [redacted]
Ins. Co. Mailing Address PO Box 2020, NY, NY 10116 Member/Policy No. [redacted]

~~PARENT/GUARDIAN [redacted] Home Phone [redacted] Cell# [redacted]
Home Address (IF DIFFERENT) [redacted] Work Phone [redacted] Ext. [redacted]
City [redacted] Soc. Sec. No. [redacted]
State [redacted] Zip [redacted] Birth Date [redacted]
Email Address [redacted] Marital Status [redacted]
Employer's Name [redacted] Title [redacted]
Employer's Address [redacted]~~

~~Please complete the following if you have dental insurance coverage in this parent/guardian's name:
Dental Insurance Co. Name [redacted] Dental Group No. [redacted]
Ins. Co. Mailing Address [redacted]~~

If divorced, who has legal custody (please circle one): Mother Father Joint Other

Please turn over to complete comprehensive medical/dental history.
Thank you.

[redacted]

CHILD'S COMPREHENSIVE MEDICAL HISTORY

HAS YOUR CHILD HAD ANY OF THE FOLLOWING? PLEASE CIRCLE NUMBER

I give my permission for release of my child's medical records to _____ as may be judged necessary by the doctors.

The medical/dental information provided on this form has been given by:

Name J. H. Cole
Date 1/19/16 Relationship to Child mother and has been fully discussed with the above named person by: _____ Date _____

CHILD'S COMPREHENSIVE DENTAL HISTORY

AUTHORIZATION: I grant authority (upon verbal consent) to the dentist/hygienist and staff to perform a thorough oral examination, prophylaxis, topical fluoride application, and take X-rays judged to be necessary to provide a complete diagnosis of my child's dental condition. Any treatment recommendations will be discussed separately.

Signature J. H. Cole Date 1/19/16 Relationship to Child mother

THANK YOU FOR HELPING US TO BECOME BETTER ACQUAINTED WITH YOUR CHILD

From: Chana Ritter-Box
Sent: Monday, February 22, 2016 11:26 AM
To: Hon Jill S Polk
Subject: [REDACTED] 8:30am 2/23

[REDACTED] can see [REDACTED] at 8:30am tomorrow morning – they said it should only take about 10 mins to fix. If this doesn't work, let me know what times/dates would be better.

Thanks!
Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: [REDACTED]
Date: Wednesday, June 15, 2016 11:59:03 AM

[REDACTED] is scheduled for 6/27 at 4:10pm instead of 7/12. I put it on your calendar.

Thanks!

Chana

Chana Maya Ritter-Box
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street
Schenectady, NY 12305
(518) 285-4301

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Aug 4th question
Date: Friday, July 22, 2016 1:46:00 PM

Is that dentist or ortho? If dentist, then yes for another day. thanks

From: Chana Ritter-Box
Sent: Friday, July 22, 2016 10:02 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Aug 4th question

Judge,

[REDACTED] is scheduled for a dentist appt at [REDACTED] on August 4, 8am. You are scheduled for Saratoga all day for the [REDACTED] trial. Would you like me to reschedule the dentist appointment, or leave as is?

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: [REDACTED] dr appt
Date: Tuesday, August 02, 2016 1:46:00 PM

Book it dano! Please... we will work around court, cause I have to get her in!!

From: Chana Ritter-Box
Sent: Tuesday, August 02, 2016 10:14 AM
To: Hon Jill S Polk <[REDACTED]>; Nancy E Stroud <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: [REDACTED] dr appt

Judge,

[REDACTED] can get [REDACTED] in for an appointment on August 31, at 11am. Right now there is a trial scheduled for the morning... [REDACTED]. I indicated on the Court calendar that you will be out.

Nancy,

Do you want to adjourn and reschedule, or can we work around it?

Thanks!

Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: [REDACTED] dentist
Date: Friday, August 05, 2016 11:02:59 AM

Thanks

From: Chana Ritter-Box
Sent: Thursday, August 04, 2016 9:05 AM
To: Hon Jill S Polk <[REDACTED]>; 'Jill Polk' <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: [REDACTED] dentist

Judge,

I scheduled [REDACTED]'s dental appointment for 8am, September 15, with Dr. [REDACTED]. It's on the calendar...

Thanks!
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#)
Subject: Oct 10, 4:20pm [REDACTED]
Date: Thursday, August 11, 2016 10:59:50 AM

Judge,

I rescheduled [REDACTED]'s appointment with Dr. [REDACTED] for October 10 at 4:20pm. It is Columbus Day.

Thanks,
Chana

Chana Maya Ritter

Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Hon Jill S Polk](#)
To: [Chana Ritter-Box](#)
Subject: RE: Oct 25 [REDACTED]
Date: Tuesday, August 16, 2016 1:46:00 PM

Thanks. She will be happy to get out of school for awhile!!

From: Chana Ritter-Box
Sent: Tuesday, August 16, 2016 10:19 AM
To: Hon Jill S Polk <[REDACTED]>
Cc: Chana Ritter-Box <[REDACTED]>
Subject: Oct 25 [REDACTED]

Judge,
I rescheduled [REDACTED]'s appointment with Dr. [REDACTED] for 8:30am Oct 25, and blocked out the calendar until 10am.

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366

From: [Chana Ritter-Box](#)
To: [Hon Jill S Polk](#); [Chana Ritter-Box](#)
Subject: [REDACTED], 12/21 at 3:30pm
Date: Thursday, December 01, 2016 2:32:00 PM

Judge,

The soonest appointment I could get for [REDACTED] at the [REDACTED] [REDACTED] is **Wednesday, December 21, at 3:30pm** with Dr. [REDACTED]. The address is [REDACTED].

Thanks,
Chana

Chana Maya Ritter
Secretary to Honorable Jill S. Polk
Schenectady County Family Court
620 State Street, Schenectady, NY 12305
p. (518) 285-4301 f. (518) 285-8366