

**CIVIL COURT OF THE CITY OF NEW YORK - HOUSING PART**

**INSTRUCTIONS  
FOR THE SERVICE OF AN IN PERSON (PRO SE)  
ORDER TO SHOW CAUSE AND VERIFIED PETITION (H.P.)**

1. Once a Judge has signed an Order to *Show Cause* (OSC) you will either be given copies or be lent the originals and be told to make three copies.
2. The Clerk will keep the original Verified Petition and the Order to *Show Cause*, and will give you the copies. The copies are to be served (delivered) as follows:
  - a. The first set of copies goes to the landlord.
  - b. The second set of copies goes to the Department of Housing Preservation and Development (DHPD)
  - c. The third set of copies is your set.
3. The first set of copies of the Order to *Show Cause* and the Verified Petition must be served on the landlord as directed.

You may serve the Order to *Show Cause* and the Verified Petition by:

- a. giving them to the respondent/landlord in person;  
**OR, IF PERMITTED BY THE JUDGE**
- b. mailing them to the respondent/landlord by Certified Mail,  
Return Receipt Requested.

4. You must also mail the second set of copies of both the Order to *Show Cause* and the Verified Petition, by Certified Mail, Return Receipt Requested, to:

Department of Housing Preservation and Development  
Housing Litigation Bureau  
100 Gold Street  
New York, NY 10038

5. You must fill out an Affidavit *of Service of Order to Show Cause and Verified Petition* (CIV-LT-25), attach the Certified Mail receipt(s) to it, and sign it in front of either a Notary Public or the Clerk. You must bring the Affidavit *of Service*, with the receipt(s) attached, to the court on the date of the hearing.

6. Normally an inspection of your apartment will be scheduled by the Clerk. In some counties you will have to contact the inspector yourself. Ask the Clerk.

Come to Court at 9:30 A.M. in \_\_\_\_\_ in Room \_\_\_\_\_

**DON'T BE LATE!**

- Be sure to bring: 1) Order to Show Cause  
2) Verified Petition  
3) Affidavit(s) of Service with Certified Mail Receipt(s) attached.