

**CIVIL COURT OF THE CITY OF NEW YORK**

**CHIEF CLERK'S MEMORANDUM**

Subject: Bulk Sale of Index Numbers

Class: CCM-167-A

Category: GP-10

Eff. Date: February 5, 2008

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**BACKGROUND**

The purchase of index numbers in bulk has been only available to attorneys. In an effort to extend the option of bulk purchases to all of our users the following procedure is being established.

**PROCEDURE**

Effective February 5, 2008 the Civil Part of the Civil Court will begin to sell index numbers in bulk to any person who agrees to abide by the following rules in writing:

1. The purchase must be for a minimum of 50 index numbers.
2. The payment must comply with our payment rules.
3. The index numbers will be issued to the purchaser and may be endorsed on the papers at the court or in his/her office. They may be Bates' stamped or typed on to the proper space on the papers.
4. Index numbers must be used in sequential numerical order beginning with the earliest number purchased.
5. All index numbers paid for are to be used within the calendar year in which they are purchased. After the end of the year the index numbers will no longer be accepted for filing and any money paid for them will not be refunded. Any person participating in this program must agree to this requirement in writing.
6. Following CCA Section 400, all papers must be filed in the court prior to service.
7. All affidavits of service being returned to the court after service of the papers must be in numerical order.

Date 2/05/08

/s/

Jack Baer