

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

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**Legal/Statutory Memorandum**

Subject: Notice of Entry

Class: LSM-126

Category: LT-30

Eff. Date: Jan. 3, 1995

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In the last few years both the Housing Judges and the Civil Court Judges have started to require, prior to the issuance of a warrant, that a copy of the judgment with notice of entry be served on the respondent. Given the many practitioners out in the field and the lack of any definite requirements for a "Notice of Entry," each practitioner has devised a different format. For our purposes, when a judge orders that service of a copy of the judgment or order with notice of entry is required, we will require the following prior to issuing a warrant:

1. An affidavit or affirmation must be filed in the Court.
2. This affirmation must state that some paper or order was served on the respondent and specify how it was served.
3. A copy of the paper served must be attached to the affidavit or affirmation.

Unless the judge has made any additional requirements as to time, etc., the above will be sufficient, and may be presented in any format, provided that it is comprehensible.

Dated: January 3, 1995

Jacqueline W. Silbermann  
Administrative Judge