

CIVIL COURT, CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM  
Subject: Statistical Reports

Class: CCM- 188  
Category: AD-50  
Effective Date: January 1, 2010

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BACKGROUND

A primary role of Civil Court Administration is to maintain statistical reports and make available those statistics upon request. Maintaining reliable statistics has always been a challenge for the Civil Court. We have two case management systems: the Housing Court Information System and the Unified Case Management System. The HCIS, which has been in use since 1985, is still producing unreliable numbers. UCMS does not currently have the ability to produce the required statistical reports. Due to these technological limitations we rely on the manual statistical reports. These manual reports are not sent to one specific location but are often sent to my office or to the office of the First Deputy Chief Clerk. In addition and most importantly, these reports often contain obvious mistakes and omissions and are not received in a timely fashion. In short, the process needs to be revamped.

On July 16<sup>th</sup> 2007 we issued CCM-170 which directed that all L&T CIV-ST-15 and 30 reports be computer generated. The HCIS computer generated reports have been found to be unreliable therefore we are rescinding that directive.

In this age of information, statistics are more important and more in demand than ever. Citywide Administration continually receives requests for information on our filings. Many of these requests are time sensitive. When the statistical information is unavailable, even temporarily, we cannot meet these requests in a timely manner. To make some of our statistics readily available to the public Judge Fisher created an on-line report that is available via our website, however, because of the limitations of our current reporting process, current reliable statistics are not available on line. In short our reporting ability is compromised by the current process.

In order to better serve the public, as of January 1, 2010, the following procedure is to be followed .

PROCEDURE

1. All CIV-ST-15 (excluding Civil parts), 20, 30, 40 and 50 reports are to be sent to the office of the First Deputy Chief Clerk.
2. There must be a ST-15 for each judge that works in the part, and it must specify the days and work done by that judge.
3. The ST-15, Courtroom Activity, is to be signed by the judge whose work it represents.

4. You may send copies rather than the original, but the copies must be legible.
5. The Assistant Deputy Chief Clerk in each County is charged with the responsibility of assembling the stats and reviewing them prior to forwarding same to the Clerk of the County.
6. The Clerk of the County shall review all statistical reports to ensure accuracy and completeness and forward same in a timely manner to the Office of the First Deputy Chief Clerk.
7. All reports must be in by the second Friday following the end of the term.
8. If there are any errors in the stats, they will be returned to the Clerk of the County for correction.

Dated: \_\_\_\_\_

12/1/09

Jack Baer

Jack Baer  
Chief Clerk