

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Entry of Orders

Class: CCM- 171
Category: GP12, LT 10, SC 10
Eff. Date: July 25, 2007

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BACKGROUND

Once decisions are written, judges return decisions/orders to the clerk for entry. All orders determining motions must be entered by the clerk before filing. In general an order or decision is considered entered when it is signed, dated and filed. To capture accurately the entered date of an order/decision we have developed the following procedure:

DIRECTIVE

Part clerks shall assure that all orders/decisions written in the part are entered. Using the county specific "Entered New York City Civil Court" stamps the clerk shall endorse the date of entry on every order and decision prior to filing it away in the record room.

Date 7/25/2007

/s/
Jack Baer
Chief Clerk