

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

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**Civil Court Directive**

Subject: Inspections in Housing Part

Class: DRP-110

Category: LT-10

Eff. Date: May 14, 1990

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Due to the shortage of inspectors from the Department of Housing Preservation and Development assigned to carry out inspections "So Ordered" by the Judges of Civil Court and the Housing Part, the number of inspectors available to us has been reduced.

The following number of inspections are allocated to each of the major\* counties:

Bronx	- 25 weekly
Kings	- 50 weekly
New York	- 50 weekly

Accordingly, it is suggested that:

- 1) No inspections be ordered from Part 18
- 2) Any Judge ordering an inspection requests should be sure that the inspection is necessary and will help in the resolution of the case.

\* (At this point in time the Court Squad in Queens is able to handle all of our requests. Requests originating in Richmond County are negligible.)

Dated: May 11, 1990

Jacqueline W. Silbermann  
Administrative Judge

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**BACKGROUND**

There are two kinds of inspections now being used in Civil Court.

The inspections requested by litigants on the Tenants Repair Response form (Form A or B) are carried out by the Court Squad.

The inspections requested by a judge on Form 12 and "So Ordered" are carried out by the Borough Squad.

**PROCEDURES**

**A. Future Inspections**

At present there is no change in the Court Squad procedure. The change in the Borough Squad (Form 12 - "So Ordered" inspections) procedure is as follows:

1) Inspections ordered by a judge in Part 18 are to be avoided whenever possible. Rather, it is suggested that the case be assigned to a trial part and that the judge there review the request prior to "So Ordering."

2) Any inspection ordered by any judge should be reviewed by the judge or the Law Assistant as to the availability of the parties, the need for the inspection, and its effectiveness in the disposition of the case.

3) Once "So Ordered," all inspection requests are to be forwarded to the following persons:

- |          |                        |
|----------|------------------------|
| Bronx    | - Tracy Pardo          |
| Kings    | - Irving Abromowitz    |
| New York | - Claudia Davis-Thomas |

These individuals are to maintain a log and insure as to the following:

- a) No more than the allotted inspections have been ordered.
- b) Log in the date that the inspection was requested and indicate the date due back.
- c) When the inspection is returned, log inspection in, indicating that it has been complied with.
- d) Highlight any inspection request not returned or returned after the date that it is due back.
- e) Forward a weekly report to the Deputy Chief Clerk, Housing indicating the following:
  - i) Number of requests sent to DHPD

- ii) Number of requests not returned
- iii) Number of requests returned late or not completed.

4) It is the responsibility of the person forwarding the request (the Judge, Law Assistant, or Clerk) to check with the above individuals as to the availability of an inspection slot.

B. Overdue Requests

At present there are a number of inspections which have not been completed by the inspection date. We have reached agreement with DHPD as follows:

- 1) DHPD will return all overdue inspection requests to the Court.
- 2) All those inspection requests are to be filed with the case file.
- 3) Any judge who wishes to have the inspection done in these cases should mark the inspection request "Re-ordered."
- 4) DHPD will carry out the re-ordered inspections from a separate pool of inspectors, and will not count the re-ordered as part of our weekly allocation.

Dated: May 11, 1990

Jack Baer  
Chief Clerk