

CIVIL COURT OF THE CITY OF NEW YORK

Civil Court Directive

Subject: Court Officers in Courtroom

Class: DRP-126

Category: AD-20.5, 20.7

Eff. Date: Oct. 18, 1991

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DIRECTIVE OF THE ADMINISTRATIVE JUDGE:

No Trial Part or Calendar Part of Civil or Housing Court will be opened without a Court Officer being assigned to that Part. The Court Officer is expected to open the Part, to be present during the work hours, and to perform duties following the title standard.

The above shall not be construed to require that a Court Officer be present in the Part every moment that the Judge is on the bench. Rather, the Court Officer may be allowed to leave the part for short periods of time without being replaced, provided that the Judge is informed and permits or directs the Court Officer to carry out whatever other task is required.

Dated: October 21, 1991

Jacqueline W. Silbermann
Administrative Judge