

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

**DIRECTIVES AND PROCEDURES**

**Subject:** Establishment of Small Property Part

Class: DRP-200

Category: LT-10

Eff. Date: March 17, 2014

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**BACKGROUND**

A Small Property Part is being established in Bronx Housing Court effective March 17, 2014. Cases are to be assigned as follows:

**DIRECTIVE**

Effective March 17, 2014, any matter where the premises involved is located in zip code 10466, 10467, 10469 or 10475, and that meets the following criteria is to be assigned to the Housing Part identified as the "Small Property Part":

- The petitioner is the owner of a 2 or 3 family premises, and
- The petitioner resides in the premises involved

The person responsible for reviewing petitions for filing must review for the above criteria, paying special attention to instances where:

- the cashier accepts a "Small Property Owner's D.I.Y." assembly and the above criteria is met, and/or
- the petitioner or attorney identifies the case as being eligible for the part at the time of purchasing the index number

Additionally, if it comes to the clerk's attention that a previously calendared case qualifies for assignment to the "Small Property Part", the clerk is to bring it to the attention of the sitting Judge so that the case can be transferred .

Dated March 10, 2014

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Fern A. Fisher  
Deputy Chief Administrative Judge  
New York City Courts