

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Court Hours of Operation and
Emergency Application Procedure

Class: CCM-195C
Category: LT-10
Eff. Date: May 15, 2014

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BACKGROUND

CCM- 195C is effective immediately and CCM 195-B is rescinded.

New York City Civil Court closes at 5 PM. After 4:30 PM access to the buildings clerk's office will be limited to those users with emergency applications. We will continue to use our screening procedure set forth below for those persons who come to the courthouse after 4:30 PM seeking access to the Clerk's offices.

PROCEDURE

Each afternoon that Small Claims evening hours are not in session, after 4:30 P.M., a clerk should be stationed at the door/magnetometers who will screen those users seeking to gain access to the Clerk's offices who allege they have an emergency application. If it is determined that the user has an emergency application, they will be given access to the Clerk's offices. Emergency applications include instances:

- The user alleges he/she was illegally locked out or needs to be restored to possession; the clerk will direct the user to the clerk's office/OSC window or room.
- The user alleges a lack of essential services including heat, hot water or electricity
- The user alleges they have a restraining notice
- The user alleges they are scheduled for an eviction the next day; the clerk should review the Marshals lists for the user's name and address.

If his/her name is on the list, the user should be directed to the clerk's office/OSC window or room.

If his/her name is not on the list, the user should be advised the clerk's office is limited to emergency applications only and he/she should come back the next day between the normal hours of operations.

The court buildings close promptly at 5:00 p.m.

5/15/14
Date

Carol Alt
Carol Alt
Chief Clerk