

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Access to back offices in NYC
Civil Court

Class: CCM-200
Category: GP -10, LT-10, SC-10
Eff. Date: January 11, 2012

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BACKGROUND:

Recently, a request was made by a service for access to a County's Housing Court Clerk's office. The requestor indicated that their back-office access needs were similar to that made available in Civil Term offices at various sites. A survey of the counties brought to our attention that services and/or outside agencies were given different levels of access locally, and the policy set by Justice Fisher regarding access to back offices was not being followed.

In order to better ensure that established guidelines are being followed regarding back-office access at all sites, the following City-wide policy is being reduced to writing.

PROCEDURE:

Effective immediately, the policy regarding non-employee access to back-offices set by Justice Fisher is in full force and effect. No non-employee should be given access to any back-office area without prior written authorization of the Chief Clerk. Additionally, services and/or outside agencies are not authorized to use Court copy machines or any other Court equipment, nor use USB or other devices to download from the Court's computers.

Volunteer attorneys and Guardians Ad Litem participating in the Civil and Housing Volunteer Lawyer for the Day Programs or Guardians Ad Litem should be given access to the Help Center in the courthouse where they are serving to make photocopies required in connection with the matters they are handling.

In an effort to continue to provide access to all users of our Court the following provisions may be allowed in instances where staffing permits:

Court television shows including but not limited to People's Court, Judge Mathis, etc. may have access to a maximum of 50 statement of claim forms or small claims case cards, distributed in numerical order, and returned in the same manner.

While access to files at service windows may be limited to five files at a time, it is within the clerk's discretion to allow a larger number of files depending on local circumstances, persons waiting to be served, etc. Every reasonable accommodation should be made when responding to request for to view court files and discretion should be exercised neutrally and evenly.

1/11/2012

Date

/S/

Carol Alt
Chief Clerk