

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: 22 NYCRR § 208.42(i)(1)
Postcard notice in Summary Proceedings

Class: CCM- 205
Category: LT- 10
Eff. Date: March 16, 2018

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BACKGROUND

22 NYCRR § 208.42(i)(1) of the Uniform Civil Rules for the New York City Civil Court has been amended by revision of subsection 208.42(i)(1). This revision relates to the information provided in the postcard notification of of summary proceedings under article 7 of the Real Property Actions and Proceedings Law.

A copy of the revised postcards for nonpayment and holdover proceedings are attached, available on the Court's website and intranet, the M: drive, and are also posted at a visible location in the Landlord/Tenant Clerk's Office. The postcards now advise the recipient, in various languages, of a telephone number to call for information on evictions and informs the reader that they may go to nycourts.gov/housingnyc to access court forms in different languages. The revised postcard also provides a phone number for information on accommodations for a disability.

The following procedures are being established to accommodate this new rule:

CHIEF CLERK'S PROCEDURES:

In accordance with the change of the Uniform Rules for the New York City Civil Court, (22 NYCRR § 208.42(i)(1)), and upon the directive of the Administrative Judge, the revised procedures are to be as follows:

If the postcard submitted with the Notice of Petition does not meet the requirements set forth in AO/169/17 (attached), the clerk must proceed with the mailing of the postcard and note the defects on the reviewed by clerk checklist(CIV-GP-120), flagging the defects for the judge.

All other procedures in the Chief Clerk's Procedures attached to DRP-124 remain in effect.

Dated: March 12, 2018



Carol Alt
Chief Clerk