

**CIVIL COURT OF THE CIT OF NEW YORK**

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**Legal/Statutory Memorandum**

Subject: Papers Filed in Court

Class: LSM-127  
Category: LT-10,SC-10  
Eff. Date: Dec. 22, 1994

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A recent Administrative Order of the Chief Administrative Judge, AO 404/94, dated November 22, 1994 amends several court rules. Among these is section 208.4 of the Uniform Rules for the New York City Civil Court (22 NYCRR 208.4).

The change provides an exception to the rule that every paper filed in court, other than an exhibit or printed form, shall contain writing on one side only. The exception is that papers that are fastened on the side **may** contain writing on both sides.

The changed rule also prohibits the court from rejecting any papers that are stapled or bound securely based simply on the lack of a backer. Because it has not been our practice to reject such papers, there should be no change in procedure for us.

Dated: December 20, 1994

Jacqueline Silbermann  
Administrative Judge