

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

**CHIEF CLERK'S MEMORANDUM**

Check Acceptance Policy

Class: CCM 134

Category: AD 40

Eff. Date: March 5, 1997

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**BACKGROUND**

The original memo regarding our check acceptance policy was released on November 10, 1987. There have been several changes since then, and it is time to update the policy.

**POLICY:**

The Clerk may accept the following:

1. General: Certified checks, cashier checks, bank checks and money orders.

2. Attorneys checks:

a) A check pre-printed with the attorney's name and either "Attorney at Law" or "Esq."; b) a check with the attorney's name identified as an IOLA account (Interest on Lawyer's Account); c) a check pre-printed with the attorney's name and the words "PC," provided that the attorney represents the litigant on that specific case.

3. Legal services:

a) A legal service interested in availing itself of the option to use its check for the payment of fees must secure approval in writing from the Chief Clerk. Approval will be based on the following factors:

Stability of the legal service.

Written statement by an officer or an insurance company.

A bond guaranteeing that a bounced check will be reimbursed by a different acceptable method within five days of notification.

b) A legal service may use an insurance company check for payment of court fees provided that it files a written statement with the Chief Clerk by an officer, or an insurance company bond, guaranteeing that a bounced check will be reimbursed by a different acceptable method within five days of notification. The name of the insurance company must be pre-printed on the check.

Approval will be provided to the legal service in writing by the Chief Clerk and must be presented to the Clerk by the legal service at the time that the check is presented.

4. Temporary: Where there is a special circumstance, a person may apply to the Chief Clerk for permission to pay by check. Approval will be provided in writing by the Chief Clerk and must be presented to the Clerk by the person at the time that the check is presented.

**Jack Baer**  
Chief Clerk  
March 5, 1997