

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

**DIRECTIVES AND PROCEDURES**

Subject: Management of Pre-Pandemic Eviction Proceedings  
in the New York City Civil Court (Part I)

Class: DRP- 213  
Category: LT-20, LT-30  
Eff. Date: August 12, 2020

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**BACKGROUND:**

At its height, the Coronavirus pandemic caused a near-total cessation of operations in the Housing Part of the New York City Civil Court. As a result, there are approximately 200,000 eviction proceedings pending from before March 17, 2020. In order to effectively manage this “pre-pandemic” caseload in a manner consistent with current health and safety needs in our courthouses, the Court institutes the following requirements with respect to the Housing Part to advance these cases to their conclusion before turning to more recent proceedings.

Eviction proceedings filed after March 16, 2020 are currently subject to the requirements of Administrative Orders 160/20, 127/20 and 143/20 of the Chief Administrative Judge and shall remain so until further notice. However, with respect to matters pending prior to March 17, 2020 the following rules shall apply:

**DIRECTIVE:**

1. Warrant Requisitions and Execution of Warrants

A. Warrant Requisitions

On August 20, 2020, the Court will begin accepting requisitions for warrants of eviction based on judgments of possession that were issued before March 17, 2020. All such requisitions must be presented by motion on notice to the respondent. Such a motion shall suffice to comply with the conference requirement contained in AO 160/20. All such motions shall require the inclusion of a Notice to Respondent Tenant, in the form attached as Exh. A to this directive, to be served by mail as well as email wherever possible. Consistent with AO 160/20, any eviction ordered under this section shall not take place prior to October 1, 2020. It is anticipated that these motions will be heard remotely.

B. Execution of Warrants

Beginning August 20, 2020, a petitioner seeking to enforce a warrant of eviction that was issued before March 17, 2020 must seek leave of court by motion on notice to respondent. Such a motion shall suffice to comply with the conference requirement contained in AO 160/20. All such motions shall require the inclusion of a Notice to Respondent Tenant in the form attached as Exh. A to this directive, to be served by mail, as well as email wherever possible. Consistent with AO 160/20, any eviction ordered under this section shall not take place prior to October 1, 2020. It is anticipated that these

motions will be heard remotely.

2. Defaults

A. Appearance Defaults

In all matters where issue has been joined and the Court has jurisdiction over the parties, counsel and/or parties are expected to be present for court noticed appearances. Noticed appearances may include virtual or in-person conferences or trials. If an attorney and/or party fails to appear for a court-noticed conference or trial without excuse, the judge presiding over such appearance may exercise his or her discretion to address the unexcused absence. The judge may, among other available remedies, reschedule the appearance with a “final” marking, resolve issues or claims against the non-appearing party, impose sanctions, or issue a judgment of contempt.

All applications to be excused from a court ordered appearance must be made on the record before the court or by affidavit/affirmation.

B. Document Defaults

Filing of answers in residential eviction proceedings is presently controlled by Administrative Orders 160/20 and 121/20. Moreover, submission of motion documents in pending proceedings is governed by Administrative Order 115/20, which authorized the Electronic Document Delivery System (EDDS). EDDS remains available until further order. Consistent with Administrative Orders 160/20 and 115/20, no adverse action (*i.e.*, no defaults) shall be taken based upon the failure to file an answer in an eviction proceeding, or based upon the failure of a party to submit responsive papers to a motion submitted through EDDS, absent specific order of the Court.

Date: August 12, 2020

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/S/  
Hon. Anthony Cannataro  
Administrative Judge  
Civil Court of the City of New York

## **Exhibit A**

# **WARNING!**

**YOU ARE RECEIVING THESE PAPERS BECAUSE YOUR LANDLORD HAS APPLIED TO COURT TO HAVE YOU EVICTED.**

**You do not need to go to court to respond to these papers in person.**

**To respond you can call 718-557-1379, or visit [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) and ask for a FREE LAWYER to help you with your housing case. You should call as soon as possible.**

**If you can't get a free lawyer, or you don't want one, you can call the court at 646-386-5409 to arrange a virtual appearance for yourself so that you do not have to come to court.**

# **¡ADVERTENCIA!**

**USTED ESTA RECIBIENDO ESTOS DOCUMENTOS PORQUE SU ARRENDADOR HA SOLICITADO A LA CORTE QUE LO DESALOJEN.**

**Usted no necesita ir a la corte para responder a estos documentos en persona.**

**Para responder puede llamar al 718-557-1379 o visitar [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) y solicite un ABOGADO GRATUITO para que le ayude con su caso de vivienda. Debe llamar lo antes posible.**

**Si no puede obtener un abogado gratuito, o no quiere uno, puede llamar al tribunal al 646-386-5409 para organizar una presentación virtual para usted de manera que no tenga que ir al tribunal.**

## تنبیه!

توصلك بهذه الأوراق يعني أن المالك الذي تستأجر لديه  
تقدم بطلب إلى المحكمة لإخراجك من المثل الذي تستأجره  
أنت لا تحتاج لتذهب إلى المحكمة لكي ترد على هذه الأوراق شخصياً.  
ولترد على هذه الأوراق بإمكانك الاتصال على الرقم الهاتفي 1379-557-  
718، أو أن ترور هذا الموقع على  
الإنترنت [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)؛ وتطلب  
محمياً يؤازرك مجاناً لمساعدتك في القضية المتعلقة بسكنائك. وينبغي أن تتصل في  
أقرب وقت ممكن.  
إذا لم تستطع الحصول على محام يؤازرك مجاناً أو إذا لم تكن ترغب في الاستعانة  
بمحام يؤازرك مجاناً، يمكنك الاتصال بالمحكمة على الرقم الهاتفي 5409-  
646-386 لوضع الترتيبات اللازمة لجلسة تحضرها عن بعد بحيث لا يتعين  
عليك الحجيء شخصياً إلى المحكمة.

## সতর্কীকরণ!

আপনি এই কাগজগুলো পেয়েছেন কারণ আপনার  
বাড়িওয়ালা আপনাকে যাতে  
উচ্ছেদ করা হয় সে জন্য কোর্টের কাছে আবেদন  
করেছেন।

এই কাগজসমূহের জবাব দেয়ার জন্য আপনাকে  
ব্যক্তিগতভাবে কোর্টে যেতে হবে না।

জবাব দেয়ার জন্য এই নম্বরে কল করতে পারেন (৭১৮)  
৫৫৭-১৩৭৯ অথবা ভিসিট করুন  
[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) এবং আপনার আবাসন  
মামলায় সাহায্যের জন্য বিনামূল্যে উকিলের কথা জিজ্ঞেস  
করুন। যত শীঘ্রই সম্ভব আপনার কল করা প্রয়োজন।

বিনামূল্যে উকিল যদি না পান বা আপনি না চান তাহলে  
আপনি কোর্টের এই নম্বরে কল দিন  
(৬৪৬)-৩৮৬-৫৪০৯ যাতে আপনাকে ব্যক্তিগতভাবে কোর্টে  
হাজির না হয়েও আপনার তাৎক্ষণিক বাস্তব হাজিরা ভিডিও  
এর মাধ্যমে ব্যবস্থা করা যায়।

## 警告

收到這些文件,代表你的房東已向法院申請  
將閣下驅逐。

閣下並不需要親自前往法院就這些文件進行答  
辯。

你可致電 718-557-1379 進行答辯,或登入  
[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)  
要求一名免費律師協助處理你的房屋案件。  
請盡快打電話。

若不獲免費律師,或者你不需要律師,可致電法院  
646-386-5409  
安排閣下以視象出席,便可避免親自蒞臨法庭

## انتباه

آپ کو بے کاغزات اس لیے وصول ہو رہے ہیں کیونکہ  
آپ کے مالک مکان نے عدالت میں کاغزات جمع کروائے ہیں  
مکان سے نکالنے کے لیے۔

آپ کو خود بظاہر طور پر عدالت میں جانے کی ضرورت  
نہیں ان کاغزات کا جواب دینے کے لیے۔

ان کاغزات کے جواب کے لیے آپ فون نمبر

**718-557-1379**

پے کال کر سکتے ہیں یا

[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)

ویب سائٹ پر جا کر مفت وقیل کی گزارش کر سکتے ہیں جو آپ کے  
ہاؤسنگ کیس میں مدد کر سکے جلد سے جلد کال کرنے کی آپ کو  
ضرورت ہے۔

اگر آپ کو مفت وقیل نہیں مل سکتا، یا آپ کو وقیل نہیں جاہیے  
اپنے کیس کے سلسلے میں، آپ عدالت کو کال کر سکتے ہیں

**646-386-5409**

نمبر پر تاکے عدالت بندوبست کر سک آپ کی حاضری کا آیا کے  
فون یا ویڈیو کے ذریعے اور آپ کو عدالت میں ناآنا پڑے۔

## **AVÈTISMAN!**

**OU RESEVWA PAPYE SA YO PASKE MÈT  
KAY OU MANDE TRIBINAL  
POU METE W DEYÒ LAKAYE OU.**

Ou pa bezwen ale ou menm nan tribinal pou reponn papye sa yo.

Pou reponn papye sa yo, ou ka rele 718-557-1379 oubyen ale nan sit

[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) epi mande yon avoka ki travay gratis pou ede w nan zafè kay ou a. Fòk ou rele byen vit.

Si w pa ka jwenn yon avoka gratis, oubyen ou pa vle yon avoka gratis, ou ka rele tribinal la nan 646-386-5409 pou òganize yon prezantasyon a distans, konsa ou pa bezwen ale an pèsòn nan tribinal la.

## **AVERTISSEMENT!**

**VOUS AVEZ REÇU CES DOCUMENTS  
PARCE QUE VOTRE PROPRIÉTAIRE A  
DEMANDÉ À LA COUR DE VOUS  
EXPULSER DE VOTRE MAISON.**

Vous n'avez pas besoin de vous rendre en personne à la Cour pour répondre à ces documents

Pour y répondre vous pouvez téléphoner au 718-537-1379, ou aller sur le site

[www.nycourts.gov/evictionbss/nyc/](http://www.nycourts.gov/evictionbss/nyc/) et demander qu'un avocat de la Cour vous aide gratuitement avec votre problème de logement. Vous devez téléphoner le plus vite possible.

Si vous n'arrivez pas à obtenir les services gratuits d'un avocat ou si vous n'en voulez pas, vous pouvez appeler la Cour au 646-386-5409 afin d'organiser votre comparution virtuelle à la

## **Предупреждение!**

**ВЫ ПОЛУЧИЛИ ЭТИ ДОКУМЕНТЫ,  
ПОТОМУ ЧТО**

**ВАШ арендодатель подал исковое заявление с  
требованием вашего выселения.**

**Вы не должны лично являться в суд, чтобы  
ответить на этот иск.**

Для ответа вы можете позвонить по телефону 718-557-1379 или посетить сайт [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) и попросить **БЕСПЛАТНОГО АДВОКАТА**, который поможет вам в вашем деле с жильем. Вам следует позвонить как можно скорее.

Если у вас нет бесплатного адвоката или он вам не нужен, вы можете позвонить в суд по номеру 646-386-5409, чтобы организовать для вас виртуальную явку в суд, чтобы не было необходимости являться лично.