

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

**DIRECTIVES AND PROCEDURES**

Subject: Resumption of In Person Operations  
For Newly Filed Cases in the New York  
City Civil Court, Housing Part

Class: DRP-218  
Category: LT-10  
Eff. Date: September 10, 2021

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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. Since then, the Housing Part has successfully restored many thousands of pre-pandemic cases to its virtual and in person calendars, along with a significant number of newer cases. The Housing Part will resume regular calendars for newly filed cases, consistent with current health and safety standards, on September 21, 2021, while it continues to hear and decide older cases.

**DIRECTIVE:**

1. Beginning September 21, 2021, newly filed holdover proceedings and newly answered nonpayment proceedings will be scheduled for a first appearance in a designated Intake Part.
2. The Intake Part will be presumptively virtual, but litigants will have the option to attend in person. Eligible respondents will be assigned counsel in the Intake Part. No defaults or dismissals will be taken in the Intake Part.
3. After assignment of counsel, each case will be transferred to its designated Resolution Part and scheduled for an in-person Preliminary Conference with the Resolution Judge. After the Preliminary Conference, appearances may be in person or virtual, at the discretion of the Resolution Judge.

Date: September 10, 2021

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Hon. Carolyn Walker-Diallo  
Administrative Judge