

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS  
[amended February 16, 2017]

Pursuant to the authority vested in me, with the advice and consent of the Administrative Board of the Courts, I hereby amend, effective April 1, 2017, section 208.42(i)(1) of the uniform rules for the New York City Civil Court (22 NYCRR §208.42(i)(1)), relating to postcard notification in summary proceedings under Article 7 of the Real Property Actions and Proceedings Law involving residential property, to read as follows (matter underlined is new; matter stricken is deleted):

Section 208.42(i)(1)

(1) At the time of the filing with the clerk of a notice of petition with proof of service in a summary proceeding under article 7 of the Real Property Actions and Proceedings Law involving residential property, the petitioner shall submit to the clerk a stamped postcard containing a written notice addressed to the respondent, in both English and Spanish, containing the following language formatted in a Sans Serif font no smaller than 12 point:

CIVIL COURT HOUSING PART, TRIBUNAL DE VIVIENDAS  
Index No. (Núm. de índice) \_\_\_\_\_  
~~INDEX (LIBRO) NO.~~

~~CORTE CIVIL PARTE DE VIVIENDA~~

.....

~~DISPOSSESS OR EVICTION PROCEEDING PROCEDIMIENTO DE  
DESAHUCIO~~

.....

1. IN NONPAYMENT PROCEEDING:

~~PAPERS HAVE BEEN SENT TO YOU AND FILED IN COURT ASKING  
THIS COURT TO EVICT YOU FROM YOUR RESIDENCE. YOU MUST  
APPEAR IN COURT AND FILE AN ANSWER TO THE LANDLORD'S  
CLAIM. IF YOU HAVE NOT RECEIVED THE PAPERS, GO TO THE  
HOUSING PART OF THE CIVIL COURT IMMEDIATELY AND BRING  
THIS CARD WITH YOU. IF YOU DO NOT APPEAR IN COURT, YOU MAY  
BE EVICTED. YOU ALSO MAY WISH TO CONTACT AN ATTORNEY.~~

Your landlord has started a court case to evict you from your home. Come to the Landlord & Tenant Clerk's Office in the Civil Court right away to answer the landlord's papers. If you didn't get any papers, bring this card.

For information on evictions and court forms in different languages, go to [nycourts.gov/housingnyc](http://nycourts.gov/housingnyc). It is helpful to speak to an attorney.

**Important!** If you don't come to court, you may be evicted.

~~DOCUMENTOS HAN SIDO ENVIADOS A UD. Y REGISTRADOS EN LA CORTE PARA DESALOJARLO DE SU RESIDENCIA. UD. TIENE QUE COMPARECER EN LA CORTE Y REGISTRAR UNA RESPUESTA A LA RECLAMACION DEL PROPIETARIO. SI NO HA RECIBIDO LOS DOCUMENTOS, VAYA A LA PARTE DE VIVIENDAS DE LA CORTE CIVIL INMEDIATAMENTE Y TRAIGA ESTA TARJETA CON USTED. SI UD. NO COMPARECE EN LA CORTE, PUEDE SER DESALOJADO. SI QUIERE PUEDE PONERSE EN CONTACTO CON UN ABOGADO.~~

Su casero ha iniciado un caso judicial para desalojarle de su hogar. Venga de inmediato a las oficinas de la Secretaría del Tribunal de Caseros e Inquilinos, en el Tribunal Civil, para contestar los documentos del casero. Si no recibió ningún documento, traiga esta tarjeta postal.

Para información sobre desalojos y formularios en diferentes idiomas, vaya a [nycourts.gov/housingnyc](http://nycourts.gov/housingnyc). Puede serle útil hablar con un abogado.

**¡Importante!** Si no viene al tribunal, usted puede ser desalojado/a.

## 2. IN HOLDOVER PROCEEDING:

~~PAPERS HAVE BEEN SENT TO YOU AND FILED IN COURT ASKING THIS COURT TO EVICT YOU FROM YOUR RESIDENCE. YOU MUST APPEAR IN COURT ON DAY THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 199 \_\_\_\_\_, AT 9:30 A.M. YOU MAY FILE YOUR ANSWER AT THAT TIME. IF YOU HAVE NOT RECEIVED THE PAPERS, YOU STILL MUST APPEAR IN COURT ON THE DATE INDICATED ABOVE AND BRING THIS CARD WITH YOU. IF YOU DO NOT APPEAR IN COURT, YOU MAY BE EVICTED. YOU ALSO MAY WISH TO CONTACT AN ATTORNEY.~~

Your landlord has started a court case to evict you from your home. Come to court on (mm/dd/yy) \_\_\_\_\_ at 9:30 a.m. to answer the landlord's

papers. If you didn't get any papers, bring this card with you. Come early! There are security lines to get in the building.

**Important!** If you don't come to court on your court date, you may be evicted.

For information on evictions and court forms in different languages, go to [nycourts.gov/housingnyc](http://nycourts.gov/housingnyc). It is helpful to speak to an attorney.

DOCUMENTOS HAN SIDO ENVIADOS A UD. Y REGISTRADOS EN LA CORTE PARA DESALOJARLO DE SU RESIDENCIA. UD. TIENE QUE COMPARECER EN LA CORTE EL DIA \_\_\_\_\_ DE \_\_\_\_\_, 199 \_\_\_\_\_ A LAS 9:30 A.M. PUEDE REGISTRAR SU RESPUESTA EN ESE MOMENTO. SI UD. NO HA RECIBIDO LOS DOCUMENTOS, DE TODAS MANERAS TIENE QUE COMPARECER EN LA CORTE EN LA FECHA INDICADA ARRIBA, Y TRAER ESTA TARJETA CONSIGO. SI UD. NO COMPARECE EN LA CORTE, PUEDE SER DESALOJADO. SI QUIERE PUEDE PONERSE EN CONTACTO CON UN ABOGADO.


Su casero ha iniciado un caso judicial para desalojarle de su hogar. Venga al tribunal el (mm/dd/yy) \_\_\_\_\_ a las 9:30 a.m. para contestar los documentos del casero. Si no recibió ningún documento, traiga esta tarjeta postal. ¡Llegue temprano! Tendrá que esperar en la fila de seguridad para entrar al edificio.

**¡Importante!** Si no viene al tribunal en la fecha indicada, usted puede ser desalojado/a.

Para información sobre desalojos y formularios en diferentes idiomas, vaya a [nycourts.gov/housingnyc](http://nycourts.gov/housingnyc). Puede serle útil hablar con un abogado.

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This order supersedes AO/28/17, dated January 13, 2017, which shall have no further force or effect.



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Chief Administrative Judge of the Courts

Dated: February 16, 2017

AO/28A/17