

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, with the advice and consent of the Administrative Board of the Courts, I hereby amend, effective January 1, 2018, 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, in a form approved by the chief administrator of the courts and posted on the website of the Unified Court System. ~~containing the following language and formatted in a Sans Serif font no smaller than 12 point:~~

~~CIVIL COURT HOUSING PART, TRIBUNAL DE VIVIENDAS
Index No. (Núm. de índice)~~

~~_____~~

~~.....~~

~~_____~~

~~.....~~

~~1. IN NONPAYMENT PROCEEDING:~~

~~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. It is helpful to speak to an attorney.~~

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

~~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. Puede serle útil hablar con un abogado.~~

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

~~2. IN-HOLDOVER PROCEEDING:~~

~~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. It is helpful to speak to an attorney.~~

~~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.~~

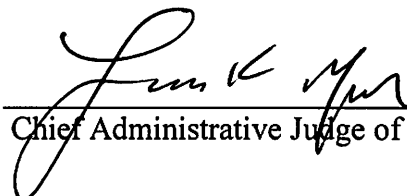
~~**¡Importante!** Si no viene al tribunal en la fecha indicada, usted puede ser desalojado/a.~~

~~Para información sobre desalojos y formularios en diferentes idiomas, vaya a nycourts.gov/housingnyc. Puede serle útil hablar con un abogado.~~

* * *

Further by the power vested in me, I hereby promulgate the form of postcard attached as Exh. A for notice pursuant to section 208.42(i)(1) of the uniform rules for the New York City Civil Court (22 NYCRR §208.42(i)(1)), in nonpayment proceedings, effective January 1, 2018.

Further by the power vested in me, I hereby promulgate the form of postcard attached as Exh. B for notice pursuant to section 208.42(i)(1) of the uniform rules for the New York City Civil Court (22 NYCRR §208.42(i)(1)), in holdover proceedings, effective January 1, 2018.


Chief Administrative Judge of the Courts

Dated: November 8, 2017

AO/169/17

Appendix A

Postcard Notice pursuant to 22 NYCRR § 208.42(i)(1)
in a Non-Payment Proceeding:

CIVIL COURT HOUSING PART, TRIBUNAL DE VIVIENDAS
Index No. (Núm. de índice) _____

Your landlord has started a court case against you for the nonpayment of rent. 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.

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

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

For information on accommodations for a disability, call (646) 386-5300 or 711 (TTY).

Su casero ha iniciado un caso judicial en su contra por falta de pago de la renta. 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.

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

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

Para información sobre acomodaciones para discapacitados llame al (646) 386-5300 o al 711 (TTY).

Information on Evictions: (646) 386-5750

Enfòmasyon Konsènan Degèpisman • 迫遷相關資訊 • 迫迁相关信息
Информация о выселении • لومات بشأن حالات الطرد • بے دخلیوں کی معلومات
Informations concernant les expulsions • বেদখলের তথ্ • Información sobre desalojos

Appendix B

Postcard Notice pursuant to 22 NYCRR § 208.42(i)(1)
in a Holdover Proceeding

CIVIL COURT HOUSING PART, TRIBUNAL DE VIVIENDAS
Index No. (Núm. de índice) _____

Your landlord has started a court case to evict you from your home. Your court date is: (mm/dd/yy) at _____ a.m./p.m., in Part _____, Room _____. 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 this court on your court date, you may be evicted.

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

For information on accommodations for a disability, call (646) 386-5300 or 711 (TTY).

Su casero ha iniciado un caso judicial para desalojarle de su hogar. Su cita ante el tribunal es: (mm/dd/yy) _____ a la(s) a.m./p.m., en la sala _____, en el _____. 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 a éste tribunal en la fecha indicada, usted puede ser desalojado/a.

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

Para información sobre acomodaciones para discapacitados llame al (646) 386-5300 o al 711 (TTY).

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