

CHANGE OF NAME OF COURT OFFICE

Effective January 2, 2014, the name of the Motion Support Office (Room 119) will be changed to the “General Clerk’s Office.” This change is a matter of denomination only. The renamed Office will continue to operate in Room 119 and all of its functions and procedures will remain unaltered from what they have been since 2010. The Office will continue to operate the motion submission process, in what will continue to be called the Motion Submission Part Courtroom (Room 130). The Special Referee Clerk will remain in Room 119 M and the New York County E-Filing Department will continue to function in Room 119. There will be no change to the Commercial Division Support Office (Room 119 A) or to the statewide E-Filing Resource Center (Room 119 M).

The Motion Support Office is being renamed because the new name more accurately reflects the functions it has carried out since 2010 and will continue to carry out in the future. In 2010, the counter functions of the Trial Support Office were moved to the Motion Support Office. As a result, many non-motion filings in hard-copy cases have since been made in Room 119, such as requests for a preliminary conference, notes of issue, jury demands, and notices of medical, dental, or podiatric malpractice action. The new name of the office will indicate to the Bar and the public that all filings in hard-copy cases, motion and non-motion alike, shall be made in the General Clerk’s Office (Room 119), except for those made in specialized cases or circumstances, such as various filings in guardianship matters (filed in Room 158), uncontested matrimonials (filed in Room 311), or hard-copy Commercial Division cases (filed in Room 119 A), or when the applications are proposed orders to show cause or ex parte applications in hard-copy general cases (non-Commercial Division cases)(filed in Room 315). Filings in e-filed cases shall be made through the New York State Courts Electronic Filing System (“NYSCEF”), as explained in the *Protocol on Courthouse Procedures for Electronically Filed Cases* (accessible on the website of the court at www.nycourts.gov/supctmanh), and will be routed by NYSCEF to the proper office.

December 2, 2013