

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with the Administrative Board of the Courts, I hereby amend sections 206.5(c), 206.5(d), and 206.7(b), and add a new section 206.5(e) of the Uniform Rules for the Court of Claims, effective immediately, to read as follows:

§ 206.5 Papers Filed With the Court; Numbering Claims

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(c) ~~All other papers required to be served upon a party shall be filed with the clerk either before service or within a reasonable time thereafter, except demands for a verified~~ An original and two copies of any demand for a bill of particulars and bills of particulars served upon a party, together with proof of service, which shall be filed with the clerk within 10 days after service thereof, and claims, which shall be filed within the times prescribed by the Court of Claims Act. ~~If filing these papers in paper form, a party shall file an original and two copies thereof.~~

(d) ~~Submission of Papers to Judge.~~ All papers for signature or consideration of the court shall be presented to the clerk. ~~No papers shall be submitted directly to a judge or a member of his or her staff, unless, except that where~~ the judge so directs, in which event a copy shall be filed in the clerk's office at the first available opportunity. papers may be submitted to the judge and a copy filed with the clerk promptly thereafter. All papers for any judge that are filed in the clerk's office shall be promptly delivered to the judge by the clerk. The papers shall be clearly addressed to the judge for whom they are intended and prominently show the nature of the papers, the title and claim number of the action in which they are filed, the ~~assigned~~ judge's name, and the name of the attorney or party submitting them.

(e) At the direction of the court, a party shall provide a courtesy copy of any paper to chambers.



§ 206.7 Responsive and Amended Pleadings.

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(b) Pleadings may be amended in the manner provided by CPLR 3025, except that a party may amend a pleading once without leave of court within 40 days after its service, or at any time before the period for responding to it expires, or within 40 days after service of a pleading responding to it. Where a response to an amended or supplemental pleading is required, it shall be made within 40 days after service of the amended or supplemental pleading to which it responds. The original and two copies of each amended or supplemental pleading or response thereto, together with proof of service, shall be filed with the clerk within 10 days of such service.

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Chief Administrative Judge of the Courts

Dated: June 18, 2012