

CIVIL COURT OF THE CITY OF NEW YORK

**Civil Court Directive**

Subject: Identifying Data on Petitions  
CPLR 2101(d)

Class:           DRP-115  
Category:       LT-10  
Eff. Date:       Nov. 1, 1990

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**BACKGROUND**

Due to changes in the computer program servicing Housing Part matters it has become necessary that we now require that the bar and the public comply precisely with the mandate of CPLR 2101(d) which states:

Indorsement by attorney. Each paper served or filed shall be indorsed with the name, address and telephone number of the attorney for the party serving or filing the paper, or if the party does not appear by attorney, with the name, address and telephone number of the party.

**DIRECTIVE OF THE ADMINISTRATIVE JUDGE**

Because of the revised requirements of the Housing Part Computer, the following specifics are now mandatory:

- Name..... Be specific, use first name, not initials.
- Address..... Provide street address for personal service of papers, rather than P.O. Box number.
- City, State and Zip Code..... Zip Code is necessary for our computer program.
- Telephone Number..... This is also required for our computer program.

This information must be provided at the time the Petition is submitted to the Housing Part Clerk/Cashier for filing. Any Petition which does not contain this information will be rejected by the Clerk/Cashier.

Dated: October 30, 1990

Jacqueline W. Silbermann  
Administrative Judge

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**CLERKS PROCEDURES, Landlord & Tenant Cashier**

Following the directive of the Administrative Judge, the Housing Part Clerk/Cashier is to review each Petition submitted to look for the presence of the following information.

- Name
- Address
- City, State and Zip Code
- and
- Telephone Number

of either the Petitioner or of the Attorney representing the Petitioner.

The Clerk/Cashier is to check to see that this information is provided.

If the Name, Street Address, Zip Code and/or Telephone Number is not provided, the Clerk/Cashier is to reject, and return any Petition which does not contain at least the minimal information required to the person submitting it.

Dated: October 29, 1990

Jack Baer  
Chief Clerk