

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM
Subject: Emergency Application Procedure
for Shortened Court Hours of Operation

Class: CCM-195A
Category: LT-10
Eff. Date: February 1, 2012

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BACKGROUND

Based on our recent budget restraints we have had to shorten our court's hours of operation. These shortened hours increase the risk that users with emergency applications may not have access to the court. To eliminate the possibility of inadvertently turning away court users with emergency applications we are developing a new procedure.

We have requested that by 3 P.M. each afternoon, every marshal provide us (each county) a list of evictions scheduled for the following day. This will enable us to know, the day prior, evictions that are scheduled on a given day in a particular county. The evictions will be listed in chronological order of when they will be executed.

The lists should be collected and sorted in alphabetical order of marshal's name for easy reference. Two employees should be assigned (one as a backup) the task of periodically checking the fax machine each afternoon to select and sort the lists.

With the assistance of these lists we are instituting the following procedure effective immediately.

PROCEDURE

Each afternoon that Small Claims evening hours are not in session, after 3:45 P.M. the Civil Court will generally be closed to the public except for those users who have emergency applications, parties or witnesses to trials. Members of the media requesting access to view a court proceeding in a part shall be allowed access until 4:30 p.m., when our parts close. Security procedures regarding cameras must be followed. The court will be closed to all users, including those with emergency applications at 4:45 P.M.

From 3:45 P.M. until 4:45 P.M. a clerk should be stationed at the door/magnetometers who will screen those users who allege they have an emergency application.

- If the user alleges he/she was illegally locked out or needs to be restored to possession, the clerk will direct the user to the clerk's office/OSC window or room.
- If the user alleges they are scheduled for an eviction the next morning, the clerk should review the marshals lists for the user's name and address.

If his/her name is on the list, the user should be directed to the clerk's office/OSC window or room.

If his/her name is not on the list, the user should be advised the clerk's office is closed for non-emergency applications and he/she should come back the next day between the hours of operations.

February 2, 2012

Date

/S/

Carol Alt
Chief Clerk