

**CIVIL COURT OF THE CITY OF NEW YORK**

**Chief Clerk’s Memorandum**

Subject: Housing Stability &  
Tenant Protection Act

Class: CCM-208  
Category: LT-10  
Eff. Date: Immediately

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**BACKGROUND**

On June 14, 2019 the Housing Stability and Tenant Protection (HSTP) Act of 2019 was enacted. The HSTP is directed to take effect immediately and applies to summary proceedings commenced on or after **June 14, 2019**.

The following new rules apply:

- The rent demand in a nonpayment proceeding must be in writing. The rent demand must give the respondent 14 days’ notice.
- Effective, **July 14, 2019**, the respondent has 10 days to answer a nonpayment proceeding.
- A holdover proceeding must be returnable between 10 and 17 days after service.
- Every warrant must state “the earliest date upon which execution may occur pursuant to the order of the court” and must “command the officer to remove all persons named in the proceeding...”
- The marshal is required to give 14 days’ notice of an eviction.

In order to ensure compliance with The Housing Stability and Tenant Protection Act and establish uniform procedure citywide we are issuing the following directive.

**DIRECTIVE**

Flyers informing filers that a holdover proceeding must be made returnable between 10 and 17 days of service have been distributed and posted. Postings must be displayed at cashiering units and in the Help Centers until further notice.

No application for default judgment and warrant should be reviewed by the clerk until the respondent’s time to answer has expired (the respondent has not answered within **10 days** of the service of the notice of petition, per affidavit of service and/or certificate of service). Any premature applications should be returned to the filer with the notation that the request is “premature”.

The UCMS-LC(Housing) database will be enhanced to include language on the warrant indicating “the earliest date upon which execution may occur pursuant to order of the court ...”

The following chart has been created to assist with identifying petitions filed on or after the effective date of the Housing Stability and Tenant Protection Act of 2019:

<b>Bronx</b>	
L & T	30043/19
NYCHA	805853/19
Commercial	900910/19
<b>Harlem</b>	
Paid	251053/19
Free	210737/19
<b>Kings</b>	
Paid	70165/19
Free	17262/19
<b>New York</b>	
Paid	63658/19
Free	15691/19
<b>Queens</b>	
Paid	62852/19
Free	11991/19
<b>Richmond</b>	
Paid	51630/19
Free*	10574/19

July 18, 2019

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/S/  
Alia A. Razzaq  
Chief Clerk  
Civil Court of the City of New York