

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

**CHIEF CLERK'S MEMORANDUM**

Subject: Fees for copying Civil/Housing  
Trial Recordings

Class: CCM-136

Category: AD-40.3

Eff. Date: July 11, 1997

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**BACKGROUND:**

Some aspects of the tape recording activity in the Housing and Civil Parts have been particularly labor intensive and limited the access of litigants to the court's records. The most disruptive part of the operation occurs when a litigant wishes to listen to a tape recording and we must provide a location, a tape machine, and security for both.

In addition to listening we have always permitted litigants to make their own recordings of the material on the tape for listening at home. However, this is a time consuming process. Now that reformatters have been purchased a new procedure will be available to us.

**POLICY:**

1. A litigant or transcription service may purchase a copy of any Housing or Civil tape recording.
2. The purchase price will be \$10.00 per tape cassette (as per the attached letter from Michael Colodner, Chief Counsel, Office of Court Administration dated November 18, 1996). The tape will be furnished by the Court, and the clerk will reformat and copy the requested tape.
3. Purchase of a tape for listening is not mandatory. A person may request permission to listen to a tape in the courthouse or a service may borrow the original tape. The procedure in this instance will be the same as currently in effect.

**CLERK'S PROCEDURE:**

1. A litigant or transcription service requesting a tape is to fill out CIV-AD-89, provide the cassette number(s) on the form, and take the completed form to the designated cashier for payment.
2. The cashier is to receipt the money under miscellaneous fees (object code number 35270) and mark the form "Paid" in the upper right hand corner. The receipted CIV-AD-89 is to be returned to the litigant or transcription service.
3. After payment to the cashier of the proper fee, the receipted CIV-AD-89 is to be taken to the Tape Control Clerk by the litigant/service.
4. The Tape Control Clerk will maintain a diary in which the following information will be kept:
  - a. Name of requestor
  - b. Cassette number/year
  - c. Standard or reformatted copy
  - d. Date received by the Control Clerk (may be different from date receipted).
  - e. Cash register receipt number
  - f. Expected Ready Date

4. The Tape Control Clerk will also maintain a file and retain the original of CIV-AD-89. A copy will be returned to the litigant/service with the "Expected Ready Date" filled in. If some other method for pickup is agreed to, for example, "Call on X day for pickup date," this should be written in.

5. When the tape is ready, the copied cassette is to be marked as follows:  
For a litigant:

Copy - For Listening Only

For a transcribing service:

Certified by \_\_\_\_\_

Date \_\_\_\_\_

6. A litigant or service may request to have the tape(s) mailed. In this case a prepaid mailing envelope must be provided.

7. Again, this procedure is optional at the request of the litigant/service. The litigant may still follow the current practice and listen to the tape in the courthouse and a service may borrow the original tape under the same conditions as presently required. This CCM does not change that procedure.

**Jack Baer**  
Chief Clerk

-----X

-against-

-----X

To: Tape Control Clerk:

Please copy the following tape(s) on my behalf.

Cassette Number / Year

Cassette Number/ Year

1.

4.

2.

5.

3.

6.

I request that the above tape(s) be (4-track copy) (reformatted to 2-track copy)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
NOTES

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (optional)

Request Received By : \_\_\_\_\_ Actual Date Returned : \_\_\_\_\_

Date Received : \_\_\_\_\_ By Mail: \_\_\_\_\_

Date

Expected Ready Date : \_\_\_\_\_ In Person: \_\_\_\_\_

Signature