

CIVIL COURT OF THE CITY OF NEW YORK

Civil Court Directive

Subject: Small/Commercial Claims
Calendar Call

Class: DRP-156
Category: SC-10
Eff. Date: Oct. 10, 2000

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BACKGROUND:

Small and Commercial Claims Calendars are scheduled for four nights each week in the major counties and on Thursday nights in Richmond. Throughout the years the announcements made by the Clerks at the beginning of the calendar and the duties of the Judges during the call have diverged. Presently the announcements at the calendar call and the activities of the Judges and the time the Judges assume the bench differ in the various counties.

In order to make the practice uniform and to ensure consistent procedures, the rules outlined below are to be followed in all counties:

DIRECTIVE:

1. Prior to the 6:30 P.M. calendar call the Judge assigned for the evening should attempt to greet the Arbitrators assigned for the night, and provide any special instructions s/he may have or answer any of the Arbitrator's questions.
2. The Small and Commercial Claims Calendar is to be called by the Clerk, beginning at 6:30 p.m. The Judge must be on the bench by 6:30 p.m.
3. The Judge is to be on the bench at the beginning and throughout the calendar call to hear and decide Applications, Motions and Orders to Show Cause.
4. The Chief Clerk shall provide procedures for the Court Clerks to follow and the announcement to be made by the Clerk prior to the calendar call.

Dated: October 3, 2000

Fern Fisher-Brandveen
Administrative Judge

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In accordance with the Directive of the Administrative Judge, the following procedures are to be performed by the Clerks regarding the Small and Commercial Claims Calendar call.

PROCEDURES:

1. The Small and Commercial Claims Calendar is to be called by the Clerk beginning at 6:30 p.m.

2. At the beginning of the calendar call, the Clerk is to deliver the attached announcement (Small Claims Speech). The text is to be followed specifically. If necessary, additions may be made to explain special factors such as the presence of Interpreters, etc. Do not omit any of the provided text unless there are extenuating circumstances, for example: a weather emergency, closing of the court or other unusual conditions.

3. On the evenings when Spanish Interpreters are scheduled, the speech should also be read in Spanish.

4. After the Calendar call, court staff shall be available to assist litigants with **procedural** problems or questions. Under no circumstances is the court staff to provide **legal** advice.

Needless to say, courtesy is an essential part of our court's mission. In particular, sensitivity to our pro-se litigants is of the utmost priority.

Dated: October 3, 2000

Jack Baer
Chief Clerk