

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Information Subpoena fee

Class: CCM- 189

Category: AD 40.3

Eff. Date: January 1, 2010

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BACKGROUND

CCA § 1812 (3) (d) requires a nominal fee be associated with the issuance of an Information Subpoena. When this section was enacted, then Administrative Judge Israel Rubin directed that the nominal fee associated with the issuance of an Information Subpoena be two dollars. This fee has applied in both the Civil and Small Claims areas of the Civil Court.

On December 23, 2009 Part IV, Section 3.130 of the Financial Planning & Control Manual was amended to include a three dollar fee for the issuance of an Information Subpoena for the enforcement of small claims and commercial claims judgments. This amendment increases the fee associated with the issuance of an Information Subpoena from two to three dollars.

DIRECTIVE

When issuing an information subpoena for the enforcement of a judgment on any case filed in the Civil Court the clerk will issue the subpoena and collect a three dollar fee.

Dated 12/30/09

Jack Baer

Jack Baer
Chief Clerk