

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK’S MEMORANDUM

Subject: Notice Required on Holdover Proceedings
filed during the COVID-19 Pandemic

Class: CCM-211
Category: LT-10
Eff. Date: Immediately

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BACKGROUND:

The Chief Administrative Judge’s Administrative Order 121/20 directs that where the New York State Courts E-filing Application (NYSCEF) is unavailable in courts or for case types in trial courts, represented parties must commence new matters exclusively by mail, except where otherwise authorized by the Chief Administrative Judge.

Landlord & Tenant Holdover cases are generally submitted with a return date selected by the filer/petitioner. Due to the current crisis related to the COVID-19 Pandemic, we are unable to schedule these cases and are uncertain when future court dates will become available.

PROCEDURE:

This procedure is to be employed in Holdover proceedings received in person or via mail:

- Each notice of petition returned to the filer should have a hardcopy notice attached stating: “Due to the ongoing COVID-19 public health crisis, your upcoming court appearance at [County] Housing Court has been postponed until further notice from the court. Once the matter has been scheduled by the court, you will be notified of your court date and you will be required to follow the Court’s instructions. If you have an attorney, you should consult with him or her if you have any questions regarding this matter.”

This procedure is to be employed in Holdover proceedings filed in NYSCEF:

- In coordination with the creation of the Notice of Petition - Assigned the clerk will file a court notice in the NYSCEF Application with the following message: “Due to the ongoing COVID-19 public health crisis, your upcoming court appearance at [County] Housing Court has been postponed until further notice from the court. Once the matter has been scheduled by the court, you will be notified of your court date and you will be required to follow the Court’s instructions. If you have an attorney, you should consult with him or her if you have any questions regarding this matter.”

Dated: July 30, 2020

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