

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK’S MEMORANDUM

Subject: Procedure for scheduling Holdover
Proceedings filed in person, by mail
or e-filed during the COVID-19 Pandemic

Class: CCM-210
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:

Each site must create an administrative part calendar in UCMS-LC (be certain this calendar is created in a way that it is not viewable in the e-courts application) to be used as a mechanism to schedule, monitor, and track all Holdover cases received during the COVID-19 crisis.

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

- Schedule case to the appropriate administrative part. At a future date these cases will be rescheduled for an actual appearance.
- A notation should be made on the notice of petition stating “DATE TO BE DETERMINED. THE COURT WILL NOTIFY ALL PARTIES OF THE COURT DATE”

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

- Schedule case to the appropriate administrative part. At a future date these cases will be rescheduled for an actual appearance and parties will be notified.
- A notation should be made on the Notice of Petition – Assigned stating “DATE TO BE DETERMINED. THE COURT WILL NOTIFY ALL PARTIES OF THE COURT DATE”
- Notice of Petition – Assigned should be filed in NYSCEF Application.

Dated: July 30, 2020

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