

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Certifications

Class: CCM-166

Category: GP-10,LT-10,SC-10

Eff. Date: December 6, 2006

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Background :

Lately questions have been raised regarding the certification of copies of filed papers. There are a number of issues that have been causing confusion. Which papers in the court file can be copied and certified by the clerk? For certification fee purposes, what constitutes a document? Which papers should be included in the certified copy when certifying a document?

To eliminate confusion and unify processes the following procedures are established:

Clerk's Procedures

Copies of any paper with a file stamp or generated by the court can be certified by the clerk.

For certification fee purposes, all papers sharing one function are considered one document, e.g., Summons, Complaint and Affidavit of Service are considered one document.

To eliminate the possibility of authenticating the validity of extraneous papers, copies of extraneous papers, i.e. attached exhibits, should not be certified.

When certifying a multiple page document each page copied and certified should be identified using the stamp "certified copy dated ...", along with the current practice of indicating total number of pages on the receipt.

Dated 12/06/2006

/s/
Jack Baer