

**CIVIL COURT OF THE CITY OF NEW YORK**

**CHIEF CLERK'S MEMORANDUM**

Subject: Requisitioning Files:  
Identification Requirements; Procedure.

Class: CCM-173  
Category: GP 10, LT 10, SC 10  
Eff. Date: November 21, 2007

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**BACKGROUND**

Over the years counties have developed different ways to handle the file requisitioning process. Some counties are fairly free with access, and other counties require that the requesters provide identification, such as a driver's license, photo I.D.etc., and keep it until the file is returned. Over the years we have lost requesters's identifications, and in some counties we have left over identifications that were not returned to their owners. Some of these documents may contain personal information. This procedure is also a problem because acceptable forms of identifications vary among the counties. In order to maintain consistent citywide practices, the following procedure is being implemented.

**DIRECTIVE**

Any person may requisition and review any file in the Civil Court that has not been sealed. Sealed files may be viewed only by order of the Court.

The clerk may limit access to five files at a time. When those five files are returned, the requester may request five more. It is within the clerk's discretion to allow a larger number of files to be requested depending on the local circumstances, persons waiting to be served, etc.

Before releasing a file, the clerk shall require that a CIV-GP-78, Requisition Card, be completely filled out by the requester. At that time the clerk is to ask for identification. Acceptable forms of identification include, but are not limited to, any photo identification card, such a driver's license, passport, attorney identification card, etc.; bank or credit cards; voter registration cards; utility bills; or any other documents that carry the person's name, and if available, address and phone number. The clerk is to compare the information on the identification to the information on the Requisition Card. If the information is accurate, the identification is to be returned to the requester and the file may be released.

When the file is returned, the clerk is to mark the Requisition Card by writing or stamping "File Returned" on it, and initialing the Requisition Card. The Requisition Card is to be placed in the file as a record of who has viewed the file.

Dated 11/21/07  
/s/

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Jack Baer

Chief Clerk