

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: Limit on Number of Filings on One Check

CCM: 152

Category: GP-10, LT-10

Eff. Date: October 1, 2002

=====

BACKGROUND:

In the last few months filings of actions and summary proceedings has increased. Some firms have brought in as many as 1000 filings on one check. This causes the cashier to continually work on only one group of papers for up to three hours, and other persons seeking to file papers are required to wait. In order to avoid this problem, we are instituting the following procedure.

PROCEDURE:

The cashier shall not accept more than one hundred summonses and complaints or summary proceedings for issuance of index numbers on one check.

After one check for one hundred papers is processed, the cashier should handle any other work which has come in before beginning to process the second check, and so on.

The attached Notice is to be posted in a prominent place in the cashier's office.

Jack Baer
Chief Clerk