

**ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby add, effective April 1, 2008, a new section 208.6(h) to the Uniform Rules for the New York City Civil Court, relating to an additional mailing of notice in consumer credit action, to read as follows:

**§ 208.6 Summons**

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(h) Additional mailing of notice on an action arising from a consumer credit transaction

(1) At the time of filing with the clerk of the proof of service of the summons and complaint in an action arising from a consumer credit transaction, or at any time thereafter, the plaintiff shall submit to the clerk a stamped envelope addressed to the defendant together with a written notice, in both English and Spanish, containing the following language:

CIVIL COURT. CITY OF NEW YORK  
TRIBUNAL CIVIL DE LA CIUDAD DE NUEVA YORK  
COUNTY OF \_\_\_\_\_ INDEX (LIBRO) NO. \_\_\_\_\_

Plaintiff/Demandante \_\_\_\_\_ Defendant/Demandado \_\_\_\_\_

**ATTENTION: A SUMMONS AND COMPLAINT HAS BEEN FILED ON A CONSUMER CREDIT TRANSACTION ASKING THE COURT TO RENDER A JUDGMENT AGAINST YOU. YOU MAY WISH TO CONTACT AN ATTORNEY. YOU MUST ANSWER AT THE LOCATION AND WITHIN THE TIME SPECIFIED ON THE SUMMONS. IF YOU DO NOT APPEAR IN COURT THE COURT MAY GRANT A JUDGMENT AGAINST YOU. IF A JUDGMENT IS GRANTED AGAINST YOU YOUR PROPERTY CAN BE TAKEN. PART OF YOUR PAY CAN BE TAKEN FROM YOU (GARNISHEED), AND YOUR CREDIT RATING CAN BE AFFECTED. IF YOU HAVE NOT RECEIVED THE SUMMONS AND COMPLAINT GO TO THE CIVIL COURT CLERK'S OFFICE SPECIFIED ON THE RETURN ADDRESS AND BRING THIS NOTICE WITH YOU.**

ATENCIÓN: BASADO EN UNA TRANSACCIÓN DE CRÉDITO AL CONSUMIDOR, SE HA SOMETIDO UNA QUERRELLA Y UNA CITACIÓN JUDICIAL ANTE EL TRIBUNAL CIVIL, SOLICITÁNDO QUE SE EMITA UN FALLO JUDICIAL EN CONTRA SUYA, POR LO QUE USTED QUERRÁ COMUNICARSE CON UN ABOGADO. USTED TIENE QUE SOMETER UNA RESPUESTA ANTE EL TRIBUNAL, EN EL LUGAR Y EL MOMENTO INDICADO EN LA CITACIÓN. SI NO COMPARECE ANTE EL TRIBUNAL, SE PUEDE EMITIR UN FALLO JUDICIAL EN SU CONTRA. DE SER ASI, SUS PERTENENCIAS PUEDEN SER EMBARGADAS, PARTE DE SU SALARIO PUEDE SER EMBARGADO Y LA CLASIFICACIÓN DE SU CRÉDITO PUEDE SER AFECTADA NEGATIVAMENTE. SI NO HA RECIBIDO LA CITACIÓN Y LA QUERRELLA, DIRIJASE AL DESPACHO DEL SECRETARIO JUDICIAL INDICADO EN LA DIRECCIÓN DEL REMITENTE Y TRAIGA ESTA NOTIFICACIÓN CON USTED.

The face of the envelope shall be addressed to the defendant at the address at which process was served in the summons and complaint, and shall contain the defendant's name, address (including apartment number) and zip code. The face of the envelope also shall contain, in the form of a return address, the appropriate address of the clerk's office to which the defendant should be directed. These addresses are:

Bronx: Civil Court of the City of New York  
851 Grand Concourse  
Basement  
Bronx, NY 10451

Kings: Civil Court of the City of New York  
141 Livingston Street  
Room 302  
Brooklyn, New York 11201

New York: Civil Court of the City of New York  
111 Centre Street, Room 118  
New York, New York 10013

Queens: Civil Court of the City of New York  
89-17 Sutphin Boulevard, Room 147  
Jamaica, New York 11435

Richmond: Civil Court of the City of New York  
927 Castleton Avenue, Basement  
Staten Island, New York 10310

(2) The clerk promptly shall mail to the defendant the envelope containing the

additional notice set forth in paragraph (1). No default judgment based on defendant's failure to answer shall be entered unless there has been compliance with this subdivision and at least 20 days have elapsed from the date of mailing by the clerk.

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Chief Administrative Judge of the Courts

Dated:

AO/ /08