



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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JONATHAN LIPPMAN
Chief Administrative Judge

BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

BUDGET BULLETIN	NUMBER 300	June 9, 1997
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Commercial Claim Postage Fees

**** This supersedes the Commercial Claims postage fee provisions of Part IV/ Chapter 3.130 of the Financial Planning & Control Manual, as promulgated via Budget Bulletin number 294, dated January 17, 1997.***

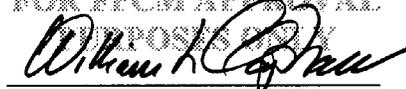
Attached are amended pages 7 through 10 of Part IV / Chapter 3.130 of the Financial Planning & Control Manual. Chapter 3.130 has been amended, effective June 9, 1997, to reflect the increased postage fees to be collected by the New York City Civil Court, the District Courts and all City Courts upon the filing of a Commercial Claim proceeding pursuant to section 1803-A(a) of the New York City Civil Court Act, or section 1803-A(a) of the Uniform City and District Court Act.

Effective June 8, 1997, the fee collected by the U.S. Postal Service for Certified Mail was increased by \$.25 from \$1.10 to \$1.35. This increase will require that fees totaling \$23.09 be collected upon the filing of a Commercial Claim proceeding, composed as follows:

Commercial Claim Filing Fee:	\$20.00
Postage Fees:	
1st Class Mail	\$.32
Certified Mail	\$1.35
Return Receipt Requested	\$1.10
Additional 1st Class Mailing	<u>\$.32</u>
Total Postage Fees	<u>\$ 3.09</u>
Total Fees to be Collected at Filing:	<u>\$23.09</u>

Please ensure the distribution of this bulletin to all personnel within your respective jurisdictions whose responsibilities may include the collection, recording, or reporting of UCS revenues.

NYS UNIFIED COURT SYSTEM
FOR EPCM APPROVAL

A handwritten signature in black ink, appearing to read "William L. Clapham", written over a horizontal line.

William L. Clapham

State of New York
Unified Court System
Financial Planning & Control Manual

Date: 6/9/97	Subject: Revenue Collection and Processing Procedures	Part/Chapter IV/3.130
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3.130.1 Fee Schedules (Cont'd.)

<u>CITY COURTS</u>	<u>Revenue Classification</u>	<u>Uniform City Court Sec. 1911</u>	<u>Fee 6/9/97</u>
Filing Summons/filing First Paper unless (a) (11)	35271	(a) (1)	\$ 35
Order of Attachment	35270	(a) (2)	\$ 35
Infant's Compromise	35270	(a) (3)	\$ 30
Notice of Trial	35272	(a) (4)	\$ 30
Judgement unless (a or b)	35270	(a) (5)	\$ 35
Notice of Appeal	35270	(a) (6)	\$ 25
Satisfaction of Judgement	35270	(a) (7)	\$ 5
Trial by Jury	35273	(a) (8)	\$ 55
Exemplification	35270	(a) (9)	\$ 10
Certifying a paper	35270	(a) (10)	\$ 5
Recovery of Real Property	35279	(a) (11)	\$ 35
Petition for change of name	35270		
Small Claims - \$1,000 or less	35270	1803(a)	\$ 10
- Over \$1,000	35270	1803(a)	\$ 15
Small Claim Counterclaim	35270	1803(c)	\$ 3 plus First Class Mail
Interest/Penalties	35400	-	-
Interest Earned - Bail	35401	-	-
Bail Poundage	35402	GML Sec.99m	3% of bail ordered
Trial de Novo	35270	22 NYCRR 28.12(c)	\$ 75
Photocopy Fees	35270	CPLR 8019(f)(1)	\$.50/per page \$1 min.
Commercial Claim Filing Fee	35274	1803-A(a)	\$ 20
Commercial Claim Certified Mail plus 1st Class	35270	1803-A(a)	\$ 3.09
Commercial Claim Counterclaim	35270	1803-A(d)	\$ 3 plus First Class Mail

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3.130.1 Fee Schedules (Cont'd.)

<u>DISTRICT COURTS</u>	<u>Revenue Classification</u>	<u>Uniform District Court Act Sec. 1911</u>	<u>Fee 6/9/97</u>
Issuance of Summons	35270	(a) (1)	\$ 35
Filing Summons/filing first paper	35271	(a) (2)	\$ 35
Infant's Compromise	35270	Included in (a) (1) above.	
Notice of Trial	35272	(a) (9)	\$ 30
Judgement unless (a) (1) or (a) (2)	35270	(a) (3)	\$ 35
Notice of Appeal	35270	(a) (4)	\$ 25
Satisfaction of Judgement	35270	(a) (5)	\$ 5
Trial by Jury	35273	(a) (6)	\$ 55
Exemplification	35270	(a) (7)	\$ 10
Certifying a paper	35270	(a) (8)	\$ 5
Recovery of Real Property	35279	Included in (a) (1) above .	
Petition for change of name	35270	-	-
Small Claims - \$1,000 or less	35270	1803(a)	\$ 10
- Over \$1,000	35270	1803(a)	\$ 15
Small Claim Counterclaim	35270	1803(c)	\$ 3 plus First Class Mail
Interest/Penalties	35400	-	-
Interest Earned - Bail	35401	-	-
Bail Poundage	35402	GML Sec. 99m	3% of bail ordered
Trial de Novo	35270	22NYCRR 2.12(c)	\$ 75
Photocopy Fees	35270	CPLR 8019(f)(1)	\$.50 per page /\$1 min.
Commercial Claim Filing Fee	35274	1803-A(a)	\$ 20
Commercial Claim Certified Mail plus 1st Class	35270	1803-A(a)	\$ 3.09
Commercial Claim Counterclaim	35270	1803-A(d)	\$ 3 plus First Class Mail

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3.130.1 Fee Schedules (Cont'd.)

<u>NEW YORK CITY CIVIL & CRIMINAL COURTS</u>	<u>Revenue Classification</u>	<u>NYC Civil Court Act Sec. 1911</u>	<u>Fees 6/9/97</u>
Issuance of Summons	35270	(a)	\$ 35
Filing Summons/Filing First Paper	35271	(b)	\$ 35
Infant's Compromise	35270	(c)	\$ 30
Notice of Trial	35272	(d)	\$ 30
Judgement unless (a or b)	35270	(e)	\$ 35
Notice of Appeal	35270	(f)	\$ 25
Satisfaction of Judgement	35270	(g)	\$ 5
Trial by Jury	35273	(h)	\$ 55
Exemplification	35270	(i)	\$ 10
Certifying a paper	35270	(j)	\$ 5
Recovery of Real Property	35279	(k)	\$ 35
Petition for change of name	35270	(l)	\$ 50
Any other Fee	35270	(m)	
Trial de Novo	35270	22NYCRR 2.12(c)	\$ 75
Small Claims - \$1,000 or less	35270	1803(a)	\$ 10
- Over \$1,000	35270	1803(a)	\$ 15
Small Claim Counterclaim	35270	1803(c)	\$ 3 plus First Class Mail
Interest/Penalties	35400		
Interest - Bail	35401		
Bail Poundage	35402	GML Sec. 99m	3% of bail ordered
Photocopy Fees	35270	CPLR 8019(f)(1)	\$.50 per page/ \$1 min.
Commercial Claim Filing Fee	35274	1803-A(a)	\$ 20
Commercial Claim Certified Mail plus 1st Class	35270	1803-A(a)	\$ 3.09
Commercial Claim Counterclaim	35270	1803-A(d)	\$ 3 plus First Class Mail

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3.130.1 Fee Schedules (Cont'd.)

CRIMINAL HISTORY AND OTHER
 ELECTRONIC RECORDS SEARCHES

Criminal History Search ³	35272	AO/104/92	\$16 per county/ per person
Other Electronic Searches ³	35273	AO/104/92	\$1 per page of print-out

³ All fees for the electronic search of records via mainframe or microcomputer are to be credited to the Judiciary Data Processing Offset Fund (Chapter 55, Laws of 1992) using revenue cost center **900080**.