

CIVIL COURT OF THE CITY OF NEW YORK

DIRECTIVES AND PROCEDURES

Subject: Pre-Answer Motion and Orders
to Show Cause Calendaring Procedure

Class: DRP-167
Category: LT-10
Eff. Date: November 15, 2004

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BACKGROUND

When the Housing Initiative came into effect all pre-answer motions were assigned to Part Y. A judge was assigned to that Part and handled those motions. In October of 2001 we began assigning pre-answer motions directly to the Resolution Parts and Part Y became a the way-station from which those motions were assigned, since the Housing Court Information System lacked the ability to randomly assign the pre-answer motions to the Resolution Parts.

DIRECTIVE

Effective November 15, 2004, the HCIS will begin assigning pre-answer motions directly to the Resolution Parts.

All pre-answer motions filed on November 15, 2004, and thereafter are to be noticed to the Clerk’s Office, Room_____. Address of the Court. Upon receipt, the clerk is to enter the motion into the HCIS and assign a Part to the motion. The Clerk is to establish a location for the posting of calendars showing the Part letter and room number to which each motion has been assigned. The calendars should be in an easily accessed location, and a clerk familiar with the procedure should be available in the morning to guide any litigant to the assigned location or solve any other problem that might arise in this context.

Pre-answer orders to show cause, whether filed by litigants or issued by the clerk are to be entered into the HCIS and assigned to a Part prior to submission to a judge for signature.

After a pre-answer motion or order to show cause has been assigned to a Part, all further pre-trial proceedings are to take place in that Part as directed in DRP 150.

Dated November 10, 2004

_____/S/_____
Fern A Fisher
Administrative Judge