

CIVIL COURT OF THE CITY OF NEW YORK - HOUSING PART

INSTRUCTIONS
FOR THE SERVICE OF AN IN PERSON (PRO SE)
ORDER TO SHOW CAUSE AND AFFIDAVIT IN SUPPORT

1. Once a Judge has signed an Order to Show Cause (OSC) you will either be given copies or be lent the originals and be told to make two or three copies.
2. The Clerk will keep the original Affidavit in Support and the Order to Show Cause, and will give you the copies. The copies are to be served (delivered) as follows:
 - a. The first set of copies goes to the landlord. If the landlord has an attorney, then the copies go to the attorney and not to the landlord.
 - b. The second set of copies goes to the Marshal, if there is one in your case.
 - c. The third set of copies is your set.
3. Serve (deliver) the first set of copies to the landlord's attorney (or to the landlord) personally. The papers must be served by the date indicated in the Order. Ask the person receiving the copies to sign the back of the third copy, acknowledging receipt.

If the person refuses to sign, leave the copies with him/her and write out a statement on the back of the third copy explaining what happened, or complete the appropriate sections of "Affidavit of Service of Order to Show Cause and Affidavit in Support" (CIV-LT-19) given to you by the Clerk. Sign the form and have your signature notarized or witnessed by the Clerk. Be sure to tell the Clerk about this on the date of the hearing.
4. If there is a Marshal on your case, serve the second set of copies by delivering them to the Marshal's office. Someone there will sign the back of the third set of copies, acknowledging service.
5. You must bring the third set of copies to the Court on the date of the hearing as they are your proof of service. If the Judge permitted served by Certified Mail, Return Receipt Requested, be sure to attach the receipt(s) to the third copy.
6. If the Judge ordered a deposit of money, it must be brought to the Clerk by the date indicated in the Order. You must provide the exact amount required. Such payment should be in a certified check, bank teller's check or money order made payable to the "NYC Department of Finance." Cash will only be accepted under special circumstances. Failure to make the deposit may result in the denial of your Order to Show Cause.

<p>Come to Court at _____ on _____ in Room _____</p> <p style="text-align: center;">DON'T BE LATE!</p> <p>Be sure to bring:</p> <ol style="list-style-type: none">1) Order to Show Cause2) Affidavit in Support3) Affidavit(s) of Service, if any, with Certified Mail Receipt(s) attached.
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