

CIVIL COURT OF THE CITY OF NEW YORK

CHIEF CLERK’S MEMORANDUM

Subject: Establishment of a Small Property Part
in the New York City Civil Court, Housing Part

Class: CCM- 213
Category: LT-10
Eff. Date: Immediately

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BACKGROUND:

At its height, the Coronavirus pandemic caused a near-total cessation of operations in the Housing Part of the New York City Civil Court. Since then, the Housing Part has successfully restored many thousands of pre-pandemic cases to its virtual and in person calendars, along with a significant number of newer cases. To continue to facilitate the adjudication of cases in the Housing Part, the Court establishes a Small Property Part, which shall remain in effect until further notice.

PROCEDURE:

The procedures for the creation of the Small Property Part are as follows:

1. Effective January 17, 2022, any matter where the premises involved is located within the five boroughs of New York City, is owned by the petitioner, and is a 1, 2 or 3 family premises is to be assigned, after an appearance in the intake or HMP part for assignment of counsel for respondent, to the Housing Part identified as the “Small Property Part”.
2. Prior to January 17, 2022, each county shall create a “Small Property Part,” abbreviation “SPP” in the UCMS-LC Landlord/Tenant Module. Each County shall also create an “SPP” Specialty Designation within the “LT” case type in UCMS-LC.
3. Effective January 17, 2021, the person responsible for reviewing petitions for filing must review for the above criteria, paying special attention to instances where the:
 - (1) Cashier accepts a new filing that meets the above criteria for Small Property, including a “Small Property Owner’s D.I.Y.” assembly; and/or
 - (2) Petitioner or attorney identifies the case as being eligible for the part at the time of purchasing the index number by filing the “Request for Assignment/Transfer to the Housing Court Small Property Part” form (see Exhibit A).
4. Eligible cases shall be built per usual procedure in UCMS-LC and include the “SPP” Specialty Designation.
5. Cases will then be scheduled per usual procedure for an appearance in the intake or HMP part for assignment of counsel for respondent. Upon completion of the appearance in the intake/HMP part, eligible cases shall be adjourned/rescheduled to the “Small Property Part.”
6. Additionally, if the clerk becomes aware that a case is eligible for the “Small Property Part” or the petitioner files the “Request for Assignment/Transfer to the Housing Court Small Property Part” form requesting the transfer of a previously calendared case that qualifies for assignment to the “Small Property Part”, the clerk is to bring it to the attention of the presiding Judge so that the case can be transferred. The Specialty Designation “SPP” should be added to any case transferred to the “Small Property Part.”

Dated: January 11, 2022

/s/
Alia A. Razzaq
Chief Clerk

Exhibit A

**REQUEST FOR ASSIGNMENT/TRANSFER
TO THE HOUSING COURT SMALL PROPERTY
PART**

County Bronx
 Kings/Brooklyn
 New York/Manhattan (including Harlem)
 Queens
 Richmond/Staten Island

Index No.
(LT-xxxxxx-YY) LT - _____ - _____

Classification/Grounds
for Eviction Non-Payment Holdover

Name of 1st Petitioner _____

Name of 1st Respondent _____

CHECK ONE: I am the petitioner or counsel for the petitioner in the above-referenced proceeding, and I certify the following:

CHECK ALL IF APPLICABLE:

- The premises involved in this proceeding is located within the five boroughs of New York City.
- The premises involved in this proceeding is owned by the petitioner.
- The premises involved in this proceeding is a **(check one):**
 - 1- family residence 2-family residence or 3-family residence

REQUEST FOR ASSIGNMENT OR TRANSFER

I request that this proceeding be assigned or transferred to the Small Property Part of the Housing Part for resolution.

Signature

Date

Print Name

Telephone Number

Email Address