

CIVIL COURT OF THE CITY OF NEW YORK

Legal/Statutory Memorandum

Subject: Subpoena for Retainer Agreements
and Closing Statements

Class: LSM-131
Category: AD-20.7, GP-60
Eff. Date: April 12, 1995

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22 NYCRR 603.7 (First Department) and 691.20 (Second Department) require that an attorney who enters into an agreement with a client whereby compensation is dependant or contingent on successful prosecution of the case file a retainer agreement and a closing statement with the Office of Court Administration.

Under those rules, specifically § 603.7 (c) and § 691.20 (c), that information may only be divulged by the written order of the respective Presiding Justice. Therefore, no subpoena for production of these documents is to be signed by any judge.

The procedure to be followed is to have the individual make a request to the appropriate Presiding Justice by contacting the Chief Clerk of the Appellate Division in each Department.

Date

Hon. Jacqueline Silbermann
Administrative Judge