

CIVIL COURT, CITY OF NEW YORK

CHIEF CLERK'S MEMORANDUM

Subject: 22 NYCRR 208.42 (i) Postcards
for The DIY Programs

Class: CCM-192
Category: LT-10
Eff. Date: August 18, 2010

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BACKGROUND

22 NYCRR 208.42 (i), the Postcard Rule, requires that a petitioner provide a postcard to the clerk for mailing to a respondent informing him/her of the initiation of a summary proceeding. Traditionally we have not provided these postcards to petitioners. We have a DIY (Do-It-Yourself) Form program that creates a nonpayment petition for an owner of a building with five apartments or less, and have recently finished a Roommate Holdover DIY program.

In order to make the DIY process easier, we have designed postcards for both holdovers and nonpayments. They are CIV-LT-110 (HO) and CIV-LT-111 (NP). These postcards are to be made available to any petitioners using DIY Form programs. In addition to that, any unrepresented petitioner who files a summary proceeding but does not have a postcard at the filing of the affidavit of service should be given the appropriate postcard. There is to be no charge for the postcard, but the petitioner must fill out and place his/her stamps on the postcard.

PROCEDURE

The clerk shall give the petitioner the appropriate postcard (CIV-LT-110 or 111) when:

1. The petition is generated by a DIY program, or
2. The petition is filed by an unrepresented petitioner who does not have the required postcard.

The clerk shall advise the petitioner that he/she is responsible for filling out the information required and for placing his/her stamps for the proper amount on the postcard.

Date _____

8/18/10



Jack Baer, Chief Clerk