

CIVIL COURT OF THE CITY OF NEW YORK

Chief Clerk's Memorandum

Subject: Small Claims: Evening Hours

CCM: 141

Class: SC 10

Eff. Date: July 21, 1998

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BACKGROUND

All of the Small Claims offices are open for business one evening per week. The Bronx is open on Wednesdays and the rest of the offices are open on Thursdays. At present all of the offices differ slightly in terms of service hours, with some open from 5:00 to 5:30 and others closed during that time. Closing times also differ, and go from 8:00 PM to 9:30 PM. In order to formalize these hours citywide, the following hours are to be implemented.

DIRECTIVE

When the small Claims Offices are open for business in the evening, the following hours are to be observed.

1. The Small Claims cashier's office will close for reconciliation at 4:30 PM as is normally done.
2. The Small Claims office will remain open until 5:00 PM for all other functions.
3. The Small Claims and cashier's offices shall re-open for business at 5:30 PM, and will remain open until 8:00 PM. At that time they will close.

A large sign indicating the hours is to be posted in a prominent place in the Small Claims office, and the telephone system is to be updated to reflect this change.

Jack Baer
Chief Clerk