

**CIVIL COURT OF THE CITY OF NEW YORK**

**CHIEF CLERK'S MEMORANDUM**

Subject: Computer Generated CIV-ST-15 & 30

Class: CCM-170

Category: LT-10

Eff. Date: July 16, 2007

=====

**BACKGROUND**

Historically in Landlord Tenant court the clerks in the back offices and parts prepare the hand written reports CIV-ST-30 and CIV-ST-15 respectively. Our HCIS application has also been capturing this data reliably. To eliminate redundancies in work we are establishing the following practice:

**DIRECTIVE**

As of Term 8, 2007 the statistical information captured in the CIV-ST-15 and 30 reports will no longer be hand written and instead be prepared by the HCIS application. To prepare these reports please follow the procedures outlined in the attached Computer Generated Statistics Instructions.

Date 7/25/2007

/s/  
\_\_\_\_\_  
Jack Baer  
Chief Clerk