

CIVIL COURT OF THE CITY OF NEW YORK

DIRECTIVES AND PROCEDURES

Subject: Management of Pre-Pandemic Eviction Proceedings
in the New York City Civil Court - Housing Part

Class: DRP- 217
Category: LT-30
Eff. Date: August 16, 2021

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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. Despite our efforts since then, there are still about 18,000 eviction proceedings from before March 17, 2020 that the court has not yet restored to its calendars. In order to effectively manage this “pre-pandemic” caseload in a manner consistent with current health and safety needs in our courthouses, the Court institutes the following requirements with respect to the Housing Part to advance these cases to their conclusion while we resume regular calendars for newly filed cases.

DIRECTIVE:

Eviction proceedings filed after March 16, 2020 are subject to the requirements of AO/245/21 of the Chief Administrative Judge and shall remain so until further notice. However, with respect to matters pending prior to March 17, 2020 the following rules shall apply:

1. Warrant Requisitions and Execution of Warrants

A. Warrant Requisitions

The Court will continue to accept requisitions for warrants of eviction based on judgments of possession that were issued before March 17, 2020. All such requisitions must be presented by motion on notice to the respondent. Such a motion shall suffice to comply with the conference requirement contained in AO/245/21 and shall be made returnable in the assigned resolution part if the respondent has counsel, and in the HMP Part if the respondent does not have counsel.

B. Execution of Warrants

A petitioner seeking to enforce a warrant of eviction that was issued before March 17, 2020 must seek leave of court by motion on notice to respondent. Such a motion shall suffice to comply with the conference requirement contained in AO/245/21. All such motions shall require the inclusion of a Notice to Respondent Tenant in the form attached as Exh. A to this directive, to be served by mail, as well as email wherever possible. These motions shall be made returnable in the assigned resolution part if the respondent has counsel, and in the HMP Part if the respondent does not have counsel.

Date: 8/16/2021

/S/
Hon. Carolyn Walker-Diallo
Administrative Judge