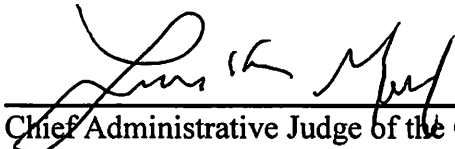


**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, with regard to implementation of the statewide Emergency Rental Assistance Program in response to the COVID-19 public health emergency, I hereby direct that, effective immediately, petitioners with pending eviction proceedings who have either (1) been notified of a pending application for emergency rental assistance by respondent-tenant, (2) applied for emergency rental assistance on behalf of respondent-tenant and the application is pending, or (3) received emergency rental assistance on behalf of respondent-tenant, shall submit notice, in the form attached as Exhibit 1, to the court where such eviction proceeding is pending.

This order shall take effect immediately and shall remain in effect for such time as federal and state emergency rental assistance programs in response to the COVID-19 pandemic remain in effect.



Chief Administrative Judge of the Courts

Dated: August 13, 2021

AO/244/21

Exhibit 1



PETITIONER NOTICE OF PENDING OR COMPLETED RENTAL ASSISTANCE APPLICATION

COURT: _____ Case Caption: _____
_____ Index No: _____
_____ ERAP Application No. _____

In accordance with AO/244/21 requiring submission to the court of notice of application for or receipt of emergency rental assistance on behalf of respondent-tenant, notice is hereby given that I have (check the box that applies below):

- Received notification of a pending application for emergency rental assistance by respondent-tenant.
- Applied for emergency rental assistance on behalf of respondent-tenant and the application is pending.
- Received emergency rental assistance on behalf of respondent-tenant issued in the amount of _____ for unpaid rent during the period of time between _____ and _____.

Signature
Petitioner or Petitioner's Attorney

Date

Print Name