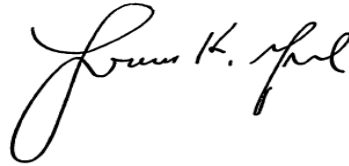


ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, upon the expiration of L. 2021, c. 417, which relates in part to residential and commercial evictions [“Act”], I hereby direct that, effective immediately:

1. Resumption of Residential and Commercial Eviction Matters: All residential and commercial eviction matters, both nonpayment and holdover, may proceed in the normal course. All residential eviction matters shall proceed pursuant to Administrative Order AO/245/21 [Exh. 1] and remain subject to the conference requirements as set forth therein.
  - a. Warrants in Residential and Commercial Eviction Matters Commenced After March 16, 2020 through September 2, 2021: All applications for warrants on judgments issued after March 16, 2020, but prior to September 2, 2021, shall be presented by motion on notice to the tenant to ensure 1) the warrant complied with the requirements set forth by the laws, orders and procedures that were in effect at the time of issuance, and 2) there are no further stays applicable to the proceeding.
  - b. Default Judgments in Residential Eviction Matters: No judgment or warrant shall be issued on default without a motion to the court by the petitioner.
2. Filing and Service: Filing and service of process in eviction proceedings shall continue as set forth in Administrative Order AO/267/20 [Exh 2].
3. Remote Proceedings: Eviction proceedings should be conducted remotely or in person as appropriate.
4. Alternative Dispute Resolution: Mediation and other forms of alternative dispute resolution are encouraged, particularly in matters where (1) all parties are represented by counsel, or (2) all parties are unrepresented by counsel.
5. COVID-19 Emergency Rental Assistance Program Protections: Eviction protections provided by the COVID-19 Emergency Rental Assistance Program (ERAP) under Part BB, Subpart A, §8 of Chapter 56 of the Laws of 2021, as modified by L. 2021, c. 417, remain fully in effect. Eviction matters where there is a pending ERAP application shall be stayed until a final determination of eligibility for rental assistance is issued by the Office of Temporary and Disability Assistance (OTDA), including appeals. Landlords shall continue to submit notice of a known ERAP application to the court where the eviction proceeding is pending in accordance with Administrative Order AO/244/21 [Exh. 3].

- a. ERAP Does Not Apply in Nuisance Behavior or Property Damage Proceedings: The protections provided by ERAP shall not apply if a tenant intentionally causes damage to the property or persistently and unreasonably engages in objectionable or nuisance behavior. If the court has awarded a judgment against such tenant prior to September 2, 2021, on the basis of such objectionable or nuisance behavior, the court shall hold a hearing to determine whether the tenant intentionally caused significant damage to the property or persistently and unreasonably engaged in such behavior. The hearing is to determine whether the tenant is continuing the nuisance behavior. (Act, Part A §6).
6. New York City: In addition to the applicable provisions of this Administrative Order, eviction matters before the New York City Housing Court shall also be governed by DRP 217, DRP 221 and DRP 222 [Exh. 4].
7. This order supersedes AO/261/21, which shall have no further force or effect. This order further supersedes the provisions of any other Administrative Order inconsistent with its terms and provisions.



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Chief Administrative Judge of the Courts

Dated: January 16, 2022

AO/34/22

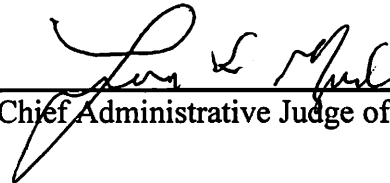
## **EXHIBIT 1**

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, at the direction of the Chief Judge, and consistent with the easing of restrictions imposed due to the COVID-19 health emergency, I hereby direct that, effective immediately:

1. Resumption of Residential Eviction Matters: All residential eviction matters, both nonpayment and holdover, may proceed in the normal course, subject to (1) current or future federal and state emergency relief provisions governing time limits for the commencement and prosecution of matters, limitation of eviction-related remedies, and similar issues, and (2) individual court scheduling requirements occasioned by health and safety concerns arising from the coronavirus health emergency.
2. Residential Eviction Matters Commenced Prior to March 17, 2020: The conference requirement applicable to residential eviction matters commenced prior to March 17, 2020, originally set forth in AO/160A/20 and continued by AO/231/20, shall continue with modifications as follows:
  - a. Prior to conducting any further proceedings in any pending residential eviction matter filed prior to March 17, 2020, the court must initiate a status or settlement conference. This requirement shall apply in all matters at any stage of the eviction process, including any matter where a warrant of eviction has issued and been delivered to an enforcement agent, but has not been executed.
  - b. At the conference, the court shall review the procedural history of the matter; confirm compliance with notice requirements; inquire into the effects, if any, that the COVID-19 pandemic has had upon the parties; review any special relief under state or federal law to which the parties may be entitled in light of the pandemic, including the Tenant Safe Harbor Act (TSHA) and the Center for Disease Control (CDC) Federal Eviction Moratorium; refer unrepresented parties to local civil legal service providers and housing counseling agencies; assess any pending and anticipated motions; approve briefing schedules proposed by stipulation of the parties; and use best efforts (including referral to alternative dispute resolution) to resolve any outstanding issues.
  - c. Following the conference, the court may take such further steps as it deems appropriate, including allowing the matter to proceed.
  - d. In ordering relief in any residential eviction matter, the court should remain particularly mindful of additional prohibitions on evictions that may be commanded by order, state statute, or federal law.
3. Filing and Service: Filing and service of process in eviction proceedings shall continue as set forth in Administrative Order AO/267/20.

4. Remote Proceedings: Eviction proceedings should be conducted remotely or in person as appropriate.
5. Alternative Dispute Resolution: Mediation and other forms of alternative dispute resolution are encouraged, particularly in matters where (1) all parties are represented by counsel, or (2) all parties are unrepresented by counsel.
6. New York City: In addition to the applicable provisions of this Administrative Order, eviction matters before the New York City Housing Court shall also be governed by DRP 217 of the Civil Court of the City of New York.
7. This order supersedes Administrative Orders AO/160A/20 and AO/231/20, which shall have no further force or effect. It further supersedes the terms of any other Administrative Order inconsistent with its provisions.

  
\_\_\_\_\_  
Chief Administrative Judge of the Courts

Date: August 13, 2021

AO/245/21

## **EXHIBIT 2**

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

Pursuant to the authority vested in me, at the direction of the Chief Judge, and in light of the ongoing public health and commercial concerns raised by the COVID-19 health emergency, I hereby direct that, effective November 4, 2020, unless otherwise prohibited by gubernatorial Executive Order:


1. Parties may commence new matters and proceed in pending matters by any means of filing and service normally permitted under statute and court rule.

2. Notwithstanding the foregoing, in-person filing by represented parties shall not be permitted in courts and locations where the appropriate Deputy Chief Administrative Judge has concluded that such filing is inconsistent with the health and safety needs of the public and court personnel. In-person filing by unrepresented parties (other than those who have expressly "opted in" to participate electronically in a NYSCEF matter) shall be permitted at all times. COVID-related health and safety protocols will continue to be followed in all court facilities.

3. Also notwithstanding the foregoing, all parties are strongly urged to avoid in-person filing and service wherever possible during the ongoing COVID-19 health emergency, and to rely instead on NYSCEF, EDDS, and mail filing and/or service, where permitted.

4. The court shall not request working copies of documents filed electronically.

5. This order supersedes Administrative Orders AO/121/20 and AO/115/20, which shall have no further force or effect. It further supersedes the terms of any other Administrative Order inconsistent with its provisions.

  
\_\_\_\_\_  
Chief Administrative Judge

Dated: November 6, 2020

AO/267/20

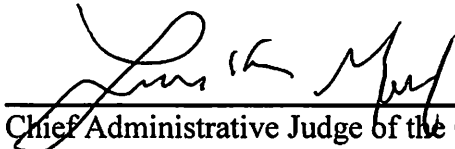
## **EXHIBIT 3**



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

## **EXHIBIT 4**

**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

=====

**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

## **Exhibit A**

# **WARNING!**

**YOU ARE RECEIVING THESE PAPERS BECAUSE YOUR LANDLORD HAS APPLIED TO COURT TO HAVE YOU EVICTED.**

**You do not need to go to court to respond to these papers in person.**

**To respond you can call 718-557-1379, or visit [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) and ask for a FREE LAWYER to help you with your housing case. You should call as soon as possible.**

**If you can't get a free lawyer, or you don't want one, you can call the court at 646-386-5409 to arrange a virtual appearance for yourself so that you do not have to come to court.**

# **¡ADVERTENCIA!**

**USTED ESTA RECIBIENDO ESTOS DOCUMENTOS PORQUE SU ARRENDADOR HA SOLICITADO A LA CORTE QUE LO DESALOJEN.**

**Usted no necesita ir a la corte para responder a estos documentos en persona.**

**Para responder puede llamar al 718-557-1379 o visitar [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) y solicite un ABOGADO GRATUITO para que le ayude con su caso de vivienda. Debe llamar lo antes posible.**

**Si no puede obtener un abogado gratuito, o no quiere uno, puede llamar al tribunal al 646-386-5409 para organizar una presentación virtual para usted de manera que no tenga que ir al tribunal.**

## تنبیه!

توصلك بهذه الأوراق يعني أن المالك الذي تستأجر لديه  
تقدم بطلب إلى المحكمة لإخراجك من المثل الذي تستأجره  
أنت لا تحتاج لتذهب إلى المحكمة لكي ترد على هذه الأوراق شخصياً.  
ولترد على هذه الأوراق بإمكانك الاتصال على الرقم الهاتفي 1379-557-  
718، أو أن ترور هذا الموقع على  
الإنترنت [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)؛ وتطلب  
محمياً يؤازرك مجاناً لمساعدتك في القضية المتعلقة بسكنائك. وينبغي أن تتصل في  
أقرب وقت ممكن.  
إذا لم تستطع الحصول على محام يؤازرك مجاناً أو إذا لم تكن ترغب في الاستعانة  
بمحام يؤازرك مجاناً، يمكنك الاتصال بالمحكمة على الرقم الهاتفي 5409-  
646-386 لوضع الترتيبات اللازمة لجلسة تحضرها عن بعد بحيث لا يتعين  
عليك الحجيء شخصياً إلى المحكمة.

## সতর্কীকরণ!

আপনি এই কাগজগুলো পেয়েছেন কারণ আপনার  
বাড়িওয়ালা আপনাকে যাতে  
উচ্ছেদ করা হয় সে জন্য কোর্টের কাছে আবেদন  
করেছেন।

এই কাগজসমূহের জবাব দেয়ার জন্য আপনাকে  
ব্যক্তিগতভাবে কোর্টে যেতে হবে না।

জবাব দেয়ার জন্য এই নম্বরে কল করতে পারেন (৭১৮)  
৫৫৭-১৩৭৯ অথবা ভিসিট করুন  
[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) এবং আপনার আবাসন  
মামলায় সাহায্যের জন্য বিনামূল্যে উকিলের কথা জিজ্ঞেস  
করুন। যত শীঘ্রই সম্ভব আপনার কল করা প্রয়োজন।

বিনামূল্যে উকিল যদি না পান বা আপনি না চান তাহলে  
আপনি কোর্টের এই নম্বরে কল দিন  
(৬৪৬)-৩৮৬-৫৪০৯ যাতে আপনাকে ব্যক্তিগতভাবে কোর্টে  
হাজির না হয়েও আপনার তাৎক্ষণিক বাস্তব হাজিরা ভিডিও  
এর মাধ্যমে ব্যবস্থা করা যায়।

## 警告

收到這些文件, 代表你的房東已向法院申請  
將閣下驅逐。

閣下並不需要親自前往法院就這些文件進行答  
辯。

你可致電 718-557-1379 進行答辯, 或登入  
[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)  
要求一名免費律師協助處理你的房屋案件。  
請盡快打電話。

若不獲免費律師, 或者你不需要律師, 可致電法院  
646-386-5409  
安排閣下以視象出席, 便可避免親自蒞臨法庭

## انتباه

آپ کو بے کاغزات اس لیے وصول ہو رہے ہیں کیونکہ  
آپ کے مالک مکان نے عدالت میں کاغزات جمع کروائے ہیں  
مکان سے نکالنے کے لیے۔

آپ کو خود بظاہر طور پر عدالت میں جانے کی ضرورت  
نہیں ان کاغزات کا جواب دینے کے لیے۔

ان کاغزات کے جواب کے لیے آپ فون نمبر

**718-557-1379**

پے کال کر سکتے ہیں یا

[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/)

ویب سائٹ پر جا کر مفت وقیل کی گزارش کر سکتے ہیں جو آپ کے  
ہاؤسنگ کیس میں مدد کر سکے جلد سے جلد کال کرنے کی آپ کو  
ضرورت ہے۔

اگر آپ کو مفت وقیل نہیں مل سکتا، یا آپ کو وقیل نہیں چاہیے  
اپنے کیس کے سلسلے میں، آپ عدالت کو کال کر سکتے ہیں

**646-386-5409**

نمبر پر تاکے عدالت بندوبست کر سک آپ کی حاضری کا آیا کے  
فون یا ویڈیو کے ذریعے اور آپ کو عدالت میں ناآنا پڑے۔



## **AVÈTISMAN!**

**OU RESEVWA PAPYE SA YO PASKE MÈT  
KAY OU MANDE TRIBINAL  
POU METE W DEYÒ LAKAYE OU.**

Ou pa bezwen ale ou menm nan tribinal pou reponn papye sa yo.

Pou reponn papye sa yo, ou ka rele 718-557-1379 oubyen ale nan sit

[www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) epi mande yon avoka ki travay gratis pou ede w nan zafè kay ou a. Fòk ou rele byen vit.

Si w pa ka jwenn yon avoka gratis, oubyen ou pa vle yon avoka gratis, ou ka rele tribinal la nan 646-386-5409 pou òganize yon prezantasyon a distans, konsa ou pa bezwen ale an pèsòn nan tribinal la.

## **AVERTISSEMENT!**

**VOUS AVEZ REÇU CES DOCUMENTS  
PARCE QUE VOTRE PROPRIÉTAIRE A  
DEMANDÉ À LA COUR DE VOUS  
EXPULSER DE VOTRE MAISON.**

Vous n'avez pas besoin de vous rendre en personne à la Cour pour répondre à ces documents

Pour y répondre vous pouvez téléphoner au 718-537-1379, ou aller sur le site

[www.nycourts.gov/evictionbss/nyc/](http://www.nycourts.gov/evictionbss/nyc/) et demander qu'un avocat de la Cour vous aide gratuitement avec votre problème de logement. Vous devez téléphoner le plus vite possible.

Si vous n'arrivez pas à obtenir les services gratuits d'un avocat ou si vous n'en voulez pas, vous pouvez appeler la Cour au 646-386-5409 afin d'organiser votre comparution virtuelle à la

## **Предупреждение!**

**ВЫ ПОЛУЧИЛИ ЭТИ ДОКУМЕНТЫ,  
ПОТОМУ ЧТО**

**ВАШ арендодатель подал исковое заявление с  
требованием вашего выселения.**

**Вы не должны лично являться в суд, чтобы  
ответить на этот иск.**

Для ответа вы можете позвонить по телефону 718-557-1379 или посетить сайт [www.nycourts.gov/evictions/nyc/](http://www.nycourts.gov/evictions/nyc/) и попросить **БЕСПЛАТНОГО АДВОКАТА**, который поможет вам в вашем деле с жильем. Вам следует позвонить как можно скорее.

Если у вас нет бесплатного адвоката или он вам не нужен, вы можете позвонить в суд по номеру 646-386-5409, чтобы организовать для вас виртуальную явку в суд, чтобы не было необходимости являться лично.

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

**DIRECTIVES AND PROCEDURES**

Subject: Management of Residential and Commercial  
Eviction Matters Commenced After March 16, 2020  
in the New York City Civil Court

Class:           DRP-221  
Category:       LT-10  
                    LT-30  
Eff. Date:       January 16, 2022

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**BACKGROUND:**

At its height, the Coronavirus pandemic caused a near-total cessation of operations in the New York City Civil Court. Despite the challenges of the pandemic, the New York City Civil Court has been working diligently to adjudicate eviction proceedings filed before March 17, 2020 as well as eviction proceedings filed after this date. As The COVID-19 Emergency Eviction and Foreclosure Prevention Act (“CEEFPFA” or the “Act”) expires, the Court institutes the following requirements concerning eviction proceedings in residential and commercial eviction proceedings filed after March 16, 2020 to ensure effective management of caseloads in a manner consistent with health and safety concerns arising from the Coronavirus pandemic.

**DIRECTIVE:**

I.     Residential Eviction Proceedings Filed Prior to March 17, 2020

The procedures concerning the Management of Pre-Pandemic Eviction Proceedings in the New York City Civil Court, Housing Part, are set forth in DRP 217, which are subject to the conference requirements of AO 245/21.

II.    Residential and Commercial Eviction Proceedings Filed After March 16, 2020

A.    Warrant Requisitions Issued After March 16, 2020 through September 2, 2021

All warrant requisitions based on judgments of possession that were issued after March 16, 2020 but prior to September 2, 2021, must be presented by motion on notice to respondent to ensure that the warrant complies with the laws and procedures that were in effect at the time of issuance and may still apply and to further ensure that there are no current stays pending in the proceeding. Such motion shall comply with the requirements set forth in Section 1 of AO 34/22.

- (i)    In the Housing Part, the motion 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.
- (ii)   In the Commercial Landlord Tenant Part, the motion shall be made returnable in Part 52.

B. Execution of Warrants Issued After March 16, 2020 through September 2, 2021

A petitioner seeking to enforce a warrant of eviction that was issued after March 16, 2020 must seek leave of court by motion on notice to respondent to ensure that the warrant complies with the laws and procedures that were in effect at the time of issuance and may still apply and to further ensure that there are no current stays pending in the proceeding. Such motion shall comply with the requirements set forth in Section 1 of AO 34/22.

- (i) In the Housing Part, the motion 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.
- (ii) In the Commercial Landlord Tenant Part, the motion shall be made returnable in Part 52.

III. Warrants Issued After September 2, 2021

Warrants issued on or after September 2, 2021 may be considered presumptively valid and may be executed.

IV. Warrants Issued In Residential And Commercial Nuisance Cases

The directives set forth above shall not apply in proceedings where the Petitioner has alleged that the Respondent:

- (i) Intentionally caused significant damage to the property; or
- (ii) unreasonably engaged in behavior that infringes on the use and enjoyment of other tenants or occupants or causes a substantial safety hazard to others.

V. Language of Warrants Before Execution

Warrants containing language required by CEEFPA or any subsequent Act, that were issued prior to the expiration of the Acts, are valid as the warrants were issued pursuant to the law in existence at the time, subject to the motion requirements in this DRP. Warrants issued after the expiration of CEEFPA or any subsequent Act, do not need to include language required by CEEFPA or any subsequent Act as they are no longer in effect.

Date: January 16, 2022

\_\_\_\_\_/s/\_\_\_\_\_  
Hon. Carolyn Walker-Diallo  
Administrative Judge

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

**DIRECTIVES AND PROCEDURES**

Subject: Management of Motions for Default Judgments  
Residential and Commercial Eviction Matters in the  
New York City Civil Court

Class: DRP-222  
Category: LT-10  
LT-20  
LT-30

Eff. Date: January 16, 2022

---

**BACKGROUND:**

At its height, the Coronavirus pandemic caused a near-total cessation of operations in the New York City Civil Court. Despite the challenges of the pandemic, the New York City Civil Court has been working diligently to adjudicate eviction proceedings filed before March 17, 2020 as well as eviction proceeds filed after this date. As The COVID-19 Emergency Eviction and Foreclosure Prevention Act (“CEEFPA” or the “Act”) expires, the Court institutes the following requirements concerning default judgments to ensure effective management of caseloads in a manner consistent with current health and safety needs in our courthouses.

**DIRECTIVE:**

- I. Motion: No judgment or warrant will be issued on default without a motion by petitioner for such relief.
  - A. In the Housing Part, motions for default judgments must be made returnable in the HMP Part unless the case has already been assigned to a Resolution Part and all respondents are represented by counsel. If respondent fails to appear in the HMP Part after notice from the court, the motion will be assigned to a Resolution Part for determination. If the respondent appears, counsel will be assigned and the case will be transferred to the Resolution Part for all purposes.
  - B. In the Commercial Landlord Tenant Part, motions shall be made returnable to Part 52.
- II. Warrant Section: If the motion is granted, a Marshal’s Requisition for a default warrant may be submitted to the Warrant Section. The Requisition must be supported by an affidavit of a nonmilitary investigation. No nonmilitary affidavit or testimony about military status need be submitted earlier in the motion process, since such affidavits and evidence are good for only 30 days (See LSM 152A and LSM 152B). After review, the Warrant Section shall refer the case to the judge who decided the motion for review and signature.

Date: January 16, 2022

\_\_\_\_\_/s/\_\_\_\_\_  
Hon. Carolyn Walker-Diallo  
Administrative Judge