

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and upon consultation with the Administrative Judges in the Eighth Judicial District and the Tenth Judicial District, Suffolk County, I hereby establish a pilot project under Article 7 of the Real Property Actions and Proceedings Law involving residential property, requiring the use of a plain language Notice of Petition, in the form attached as Exhibit 1, to commence a summary proceeding for nonpayment of rent.

- (1) Application. A pilot program is established in the City, Town and Village Courts in the Eighth Judicial District, Erie County, and the District Courts in the Tenth Judicial District, Suffolk County. The list of Courts is attached as Exhibit 2.
- (2) Notice of Petition Requirement. In a summary proceeding for nonpayment of rent under article 7 of the Real Property Actions and Proceedings Law involving residential property, the petitioner must commence the proceeding using the Notice of Petition in the form attached as Exhibit 1.
  - (a) The Notice of Petition form, Exhibit 1, for nonpayment of rent will be available on the pilot courts' websites and in the pilot courts' Clerk's Offices.
  - (b) The Notice of Petition form, Exhibit 1, shall be used in place of the form set forth in section 210.42(b) of the Uniform Civil Rules for the City Courts Outside the City of New York, and section 212.42(b) of the Uniform Civil Rules for the District Courts in proceedings brought on the ground that the respondent has defaulted in the payment of rent.
  - (c) If the petitioner does not have the correct form at the time of commencement, the Clerk shall provide the petitioner with the plain language Notice of Petition form, Exhibit 1, and facilitate the substitution of the correct form for service upon the respondent.

The order shall take effect September 12, 2022 and shall remain effect until further order.

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

Dated: August 18, 2022

AO/199/22

## **EXHIBIT 1**



# Notice of Court Date: Rent Not Paid

Landlord: attach this form to your petition. If you are asking for an eviction for a reason other than unpaid rent, this is the wrong form.

UCS-NPN (8/2022)

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[nycourthelp.gov](http://nycourthelp.gov)

County of \_\_\_\_\_  City  Town  Village  District Court

Case No. \_\_\_\_\_

Name of Court: \_\_\_\_\_

Landlord: the name of the court is usually a location, like Buffalo City Court or Concord Town Court. For Suffolk County District Court, write the district number and location, like 2<sup>nd</sup> District Lindenhurst.

## TO: Renter/Tenant

Respondent: \_\_\_\_\_

Name of renter the landlord is asking the court to evict. This can be more than 1 renter.

Renter's Address: \_\_\_\_\_

## FROM: Landlord

Petitioner: \_\_\_\_\_

Name of landlord or owner asking the court to evict the renter for not paying rent.

Landlord's Address: \_\_\_\_\_

Landlord: write your business address if you have one or your home address if you don't.

**Warning!** Your landlord claims you owe back rent and is asking the court to evict you if you do not pay. If you do not want to be evicted, you **must** go to court on the date and time below. If your name is not on this form but you live at this address, you have a right to go to court.

### Go to Court on

Date: \_\_\_\_\_ (mm/dd/yyyy)

Time: \_\_\_\_\_  AM  PM

Court address: \_\_\_\_\_

Courtroom #: \_\_\_\_\_

### Acuda al tribunal

Fecha

Hora

Dirección del tribunal

# de sala



## Landlord's Reason to Ask for Eviction

1. Your landlord says you owe **back rent** and **interest** on the back rent. Look at the Petition that came with this Notice for how much the landlord thinks you owe.
2. Your landlord wants the court to make a judgment to order you to pay back rent and interest. If you agree with the amount the landlord thinks you owe and you pay the landlord, the court will dismiss the case. Take your payment or proof of payment to court.



Tell us what you think of this Notice of Petition form.  
[forms.gle/3DRwrmz2pRsXoFDA9](https://forms.gle/3DRwrmz2pRsXoFDA9)

## Your Answer

1. Your response to the Petition is called an Answer. You can speak your Answer in court. Or you can write your Answer and take it with you to court.
2. Your Answer tells your side of the case and the reasons the landlord should not win. The reasons are called defenses. You can also talk about money that the landlord owes you or repairs you need. If you do not tell the court about a defense, you might not be able to use it to support your case or any other case. Learn more about *Answers* at: [nycourts.gov/forms/landlordtenant/](https://nycourts.gov/forms/landlordtenant/).

### Need more time to get ready for court?

Go to court on your court date and ask for a 14-day postponement. ([RPAPL 745](#))

## Landlord's Lawyer's Information (If landlord does *not* have a lawyer, skip to *Landlord's Information* below.)

\_\_\_\_\_  
Lawyer's Name (print)

\_\_\_\_\_  
Lawyer's Signature

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

## Landlord's Information (Complete only if the landlord does *not* have a lawyer.)

\_\_\_\_\_  
Landlord's Name (print)

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Address

Landlord: write your business address if you have one or your home address if you don't.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of  Court Clerk  Judge

## Resources for Landlords and Renters

### Written Translation of this Form

[nycourts.gov/forms/landlordtenant/](https://nycourts.gov/forms/landlordtenant/)

- Spanish | español
- ASL | 



### Free Interpreters

Spoken & Sign Language  
1-800-COURT-NY (1-800-268-7869)  
[nycourts.gov/courtinterpreter](https://nycourts.gov/courtinterpreter)  
[courtinterpreter@nycourts.gov](mailto:courtinterpreter@nycourts.gov)



### Find a Lawyer, Legal Help & Information

- [nycourts.gov/courthelp/Homes/evictions.shtml](https://nycourts.gov/courthelp/Homes/evictions.shtml)
- [lawhelpny.org](https://lawhelpny.org)
- [tenanthelpny.org](https://tenanthelpny.org)
- NYS Bar Association Lawyer Referral Service (low cost), [findalawvernys.org](https://findalawvernys.org)



### ADA Accommodations

1-800-COURT-NY (1-800-268-7869)  
[nycourts.gov/accessibility](https://nycourts.gov/accessibility)  
[ada@nycourts.gov](mailto:ada@nycourts.gov)

### Financial Help from 2-1-1

- Call 211
- Go to [www.211.org](https://www.211.org)
- Get 211 help at some courthouses



## **EXHIBIT 2**

**Eighth Judicial District, Erie County**

**City Court**

Buffalo City Court  
Lackawanna City Court  
Tonawanda City Court

**Town and Village Courts**

Alden Town Court  
Alden Village Court  
Amherst Town Court  
Angola Village Court  
Aurora Town Court  
Blasdell Village Court  
Boston Town Court  
Brant Town Court  
Cheektowaga Town Court  
Clarence Town Court  
Colden Town Court  
Collins Town Court  
Concord Town Court  
Depew Village Court  
Eden Town Court  
Elma Town Court  
Evans Town Court  
Grand Island Town Court  
Hamburg Town Court  
Hamburg Village Court  
Holland Town Court  
Kenmore Village Court  
Lancaster Town Court  
Lancaster Village Court  
Marilla Town Court  
Newstead Town Court  
North Collins Town Court  
Orchard Park Town Court  
Orchard Park Village Court  
Sardinia Town Court  
Springville Village Court  
Tonawanda Town Court  
Wales Town Court  
West Seneca Town Court  
Williamsville Village Court

**Tenth Judicial District, Suffolk County**

**District Courts**

2<sup>nd</sup> District (Lindenhurst)  
3<sup>rd</sup> District (Huntington)  
4<sup>th</sup> District (Hauppauge)  
5<sup>th</sup> District (Ronkonkoma)  
6<sup>th</sup> District (Patchogue)