

IMPORTANT NOTICE

New York, Queens and Kings Civil Court 4/18 Message

As a result of budget cuts, please note the following changes to Civil Court's hours and services.

Effective Monday, April 18, 2011 and until further notice:

- Evening Small Claims will only be heard on Thursday nights.
- If you have a case scheduled on another night, it will be re-scheduled to a Thursday night. The clerk will mail you notice of the new date. You may also see the clerk in the Small Claims office for your new date.

For Mondays, Tuesdays, Wednesdays and Fridays,

- The entrance to the building will be open to the public between the hours of **8:30 AM to 3:45 PM.**
- The Clerk's office and Cashier will close at 4:00 PM.
- Courtrooms will close at 4:30 PM.

For Thursdays:

- The entrance to the building will be open to the public between the hours of 8:30 AM to the end of the Evening Small Claims session.
- The Small Claims Clerk's office will close at 8:00 PM and the Small Claims Cashier will close at 7:30 PM.
- The Landlord and Tenant Clerk's office will close at 7:00 PM and the Landlord and Tenant Cashier will close at 6:30 PM.

Information about these changes will be posted on our web site at:

NYCourts.gov/NYCCivilCourt

Or call our automated information line at: 646-386-5700