

**PLEASE TAKE NOTICE** that in accordance with directives from our Governor, NYS Legislature, and newly amended Administrative Orders that have issued, Poughkeepsie City Court is accepting Landlord/Tenant filings in person or by mail (NOT EDDS).

Petitioner-Landlord or their counsel **MUST** first acquire a return date/time and docket number from the Court **BEFORE** effectuating service on both NON-PAYMENT & HOLDOVER cases. Affidavits of service must be filed promptly. Filings must include: 1) A Predicate Notice; 2) Affidavit of Service for Predicate Notice; 3) Notice of Petition; 4) Petition; 5) Notice to Respondent-Tenant of their rights if affected by COVID-19. **NOTE: New filings no longer require the Attorney Affirmation or Petitioner's Affidavit setting forth compliance with COVID-19 AO's. See Administrative Order dated July 7, 2020.**

THE RETURN DATE:

- PETITIONER/PETITIONER'S ATTORNEY **SHALL NOT** appear on the return date. This date shall be adjourned by the Court for either control purposes or a virtual conference if Respondent-Tenant is represented by Counsel.
- PRO SE* RESPONDENT-TENANT(S) **SHALL APPEAR** on the return date, and will be directed by the Court accordingly, including that the matter will be adjourned for review until such time as counsel is retained or directives change which allow the Court to proceed.
- If a RESPONDENT-TENANT retains counsel before the return date, the Court will waive appearances for BOTH SIDES on the initial return date and schedule a virtual conference with attorneys from both sides at a future date and time. Counsel retained by RESPONDENT-TENANT(s) must promptly file a completed **Notice of Appearance** (see attached updated form) which shall include email contact information.

Kindly note that in accordance with the **Safe Homes Act** passed by the NYS Legislature which became law on June 30, 2020, *"No Court shall issue a warrant of eviction or judgment of possession against a residential tenant or other lawful occupant that has suffered financial hardship during the COVID-19 covered period for the non-payment of rent that accrues or becomes due during the COVID-19 covered period."* Also note, that the directive contained in Executive Order 202.28 that prohibited initiation of a proceeding or enforcement of an eviction for nonpayment of rent of a commercial tenant is continued.

Thank you for your kind attention.

Lori L. Conners  
Chief Clerk  
Poughkeepsie City Court