

OPERATIONS SERVICES BY UNIT

COMMUNICATIONS & DOCKETING SERVICES

100 Church St., Room 4-313; (212) 356-1140

Monday-Friday 8:00 am to 6:00 pm

- Receipt of Service of all Legal Papers
- Acceptance & Delivery of Mail (Including Overnight & Express Services)
- Docketing (initiating LawManager matter numbers)
- Incoming and Outgoing Fax Transmissions (central site)
- In-House Delivery
- Inquiry on LawManager
- Empire Lawyer Service (ACS)

DUPLICATING & FINISHING SERVICES

100 Church St., Room 4-315; (212) 356-1150

Monday-Friday 8:00 am to 7:00 pm

- Centralized Document Copying, Binding and Finishing
- Color Copying including Document Duplication, Enlarging and Blueprints
- Imaging (converting paper to digital)
- Duplication and labeling of Optical Media (CD Rom & DVD Rom)
- Name Plates (Signage for Office Doors, Hallways and Elevators)
- Specialty Needs via Outside Vendors
- Maintenance of Satellite Multi-Function Devices

PROCESS & COURIER SERVICES

100 Church St., Room 4-311; (212) 356-1160

Monday-Friday 8:00 am to 7:00 pm

- Court Filings, Pick-Ups and Deliveries to the Court
- Service of Legal Documents (i.e. Subpoenas, Motions and Summons & Complaints)
- Interoffice mail & document delivery
- Specialty Needs via Outside Vendors for Out-of -State Services
- Affidavits of Service

DOCUMENT & DATA PROCESSING SERVICES

100 Church St., Room 4-310; (212) 356-3560

Monday-Friday 8:00 am to 6:00 pm

- Word Processing (Word) from handwritten or typed originals
- Tape Transcription
- Data Entry (LawManager, spreadsheets etc.)
- Graphic Design (layout and formatting)
- Proofreading Services (as well as copy editing)
- Organizational Charts (Word or Visio)
- Digital Imaging (conversion to text files/OCRing)
- Tables of Contents and Authorities (index of cases)
- Document Conversion (WordPerfect to Word; Word to WordPerfect; Word to PDF, etc.)
- Electronic Case Filing Assistance (i.e. book marking and paginating PDF documents)
- Software Enhancements

DIVISION OFFICE (ANALYST POOL)

100 Church St., Room 4-142; (212) 356-4040

Monday-Friday 9:00 am to 6:00 pm

- Manage city-wide reports and audits
- Workflow/Procedures evaluation and analysis
- Staffing evaluation and analysis
- Emergency assistance to maintain critical services

CENTRAL SERVICES

Renaissance Plaza – 350 Jay St., 9th Fl.; (718) 222-2337

Monday-Friday 8:00 am to 6:00 pm

- Facility Maintenance
- Messenger & Process Services
- Document Duplication and Finishing Services
- Maintenance of Satellite Copiers/Document Centers
- Receipts/Certificate of Mailing