

Service of Process on NYCHA

NYCHA has designated its General Counsel as its agent for service of process. Notices of claim, summonses, subpoenas, and other legal process may be served on the General Counsel at the service window of NYCHA's Law Department located at 90 Church Street, 11th Floor, New York, NY. The service window is open on Tuesdays and Thursdays from 9 a.m. to 5 p.m.

Service of process on NYCHA will also be accepted via email to ServiceECF@nycha.nyc.gov. This email address may be utilized for service of papers for NYCHA such as Orders to Show Cause, Notices of Claim, Summonses, Subpoenas and other legal papers that may be served at the service window at 90 Church Street.

Service of papers on NYCHA by mail in accordance with applicable law should be addressed to:

NYCHA Law Department
90 Church Street, 11th Floor
New York, NY 10007
Attn: Law Department/Service

Service of process on individuals should continue to proceed in the manner required by applicable law.

This notice may be revised and updated in accordance with, among other things, any subsequent executive orders and directives of the Chief Administrative Judge of the State of New York.

If you have questions, please call the Law Department's main phone number at (212) 776-5000

Payment of Fees

All fees that are required to be paid when serving legal process, such as subpoena fees, must be paid in advance at the Housing Authority's Central Office Cash Control Receiving Window ("Cashier") located at 90 Church Street, 6th Floor, New York, NY 10017. The Cashier is open from 9 a.m. to 5 p.m. Service of process requiring the payment of a fee will not be accepted unless accompanied by a receipt for the payment of the fee issued by the Cashier.

FOIL Requests

For information on how to make a Freedom of Information Law request of the Housing Authority, you may call us at (212) 776-5000 or email foil@nycha.nyc.gov.

Ethics Hotline

NYCHA has established a hotline for reporting of violations of the New York City Conflicts of Interest Law, and for the use of employees seeking information regarding their responsibilities under the law. The number is (212) 306-4000. Calls may remain anonymous if desired. Questions may also be sent by email to coi@nycha.nyc.gov.

Contact Us:

New York City Housing Authority
Law Department
90 Church Street, 11th Floor
New York, NY 10007
Telephone: (212) 776-5000
Fax: (212) 776-5009