

SUBMISSION OF ADDITIONAL COPIES OF HARDSHIP DECLARATIONS TO THE COURT SYSTEM BY EMAIL OUTSIDE NEW YORK CITY

Important: These instructions are for tenants sending Hardship Declarations outside the City of New York. Tenants inside the City of New York should follow instructions on the NYC Civil Court “Important Eviction Legislation” webpage.

(www.courts.state.ny.us/courts/nyc/civil/CORONA/covid-eeffa.shtml).

Important Notice to Tenants Outside New York City:

- 1. Under the New York State COVID-19 Emergency Eviction and Foreclosure Prevention Act (EEFPA), tenants who are not parties in a pending action should send their Hardship Declaration to their landlord or their landlord’s agent.**
- 2. Tenants who are parties in a pending case can also send the Hardship Declaration to their landlord or their landlord’s agent. In the alternative, they may send (file) their Hardship Declaration to the Court – filing it by mail, by electronic filing through NYSCEF (if the case is an e-filed matter), or sending it through the Court System’s Electronic Document Delivery System (EDDS) to participating courts [<https://iappscontent.courts.state.ny.us/NYSCEF/live/edds.htm>]. (Please note: in-person delivery of Hardship Declarations to the court in a pending case is allowed, but is strongly discouraged during the COVID pandemic.) Hardship Declarations sent (filed) in this manner will become part of the formal case file.**
- 3. Whether or not they are parties in a pending case: tenants outside New York City may send an additional copy of their Hardship Declaration to the Court by attaching it as a pdf to an email sent to the following address:**

OutsideNYCResEvictionHardshipDeclaration@nycourts.gov

Hardship Declarations sent to this email address will be stored in a database that can be searched by court system personnel before a case is heard.

Important:

1. If the tenant is already a party in a pending eviction case, the Subject line of the email must have the following information: Tenant's Name – Tenant's Full Address – Case Index Number – Court – County.

Example:

Subject: James Smith – 25 Beacon Street, Newtown, New York 12020 – No. 94568-2019 – Newtown Town Court – Saratoga County

2. If the tenant is not a party in a pending case, the "Subject" line in the tenant's email to the Court must have the following information: Tenant's Name – Tenant's Full Address – County.

Example:

Subject: Jose Ramos – 121 North Avenue, Oldtown, New York 12201 – Albany County

Important:

1. *Don't forget to fill out all identifying information in the Subject line!*
 2. *Don't forget to attach the Hardship Declaration as a pdf to the email!*
 3. *Remember that this option to send an additional copy of the Hardship Declaration is provided solely for the convenience of the tenant. It is not required by the EEFPA.*
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