



SUBPOENAS

Frequently Asked Questions

How do I serve a subpoena on the New York City Housing Authority (NYCHA)?

Subpoenas must be personally served at NYCHA's Law Department at 250 Broadway, 9th Floor, New York, New York 10007, between the hours of 9:00 a.m. and 5:00 p.m. If you attempt to serve a subpoena at another NYCHA location, it will be rejected.

What is the fee for a subpoena?

There is a \$15.00 subpoena fee. Sometimes a judge will waive the fee. In that case, the waiver must be stated in the subpoena and signed by the judge.

Where do I make payment for a subpoena?

Before you serve the subpoena on the Law Department, you must pay the fee at NYCHA's Central Office Cash Control Receiving Center located at 90 Church Street, 6th Floor, New York, New York 10007, between the hours of 9:00 a.m. and 4:30 p.m. Bring proof of payment with you when you serve the subpoena on the Law Department.

Does the subpoena need to be signed by a judge?

A subpoena must be "so ordered" or signed by a judge. Sometimes, an entity has independent subpoena power and can issue a subpoena without a judge's signature. If your office has



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independent subpoena power, please include the relevant legal provision in the body of the subpoena.

How much lead time does NYCHA require to respond to a subpoena?

Subpoenas must be served at least 24 hours in advance of a court date or return date, but NYCHA requests that subpoenas be served at least two weeks before the court date or return date to give it sufficient time to comply. Subpoenas served on less than 24 hours' notice will be rejected.

How much detail should a subpoena include?

A subpoena must be specific about the documents or information it seeks. It is helpful to include time periods or particular types of documents or information you are seeking. Subpoenas containing no details will be rejected.

Are there any special requirements for requesting video surveillance footage?

If you plan to make a request to preserve video surveillance footage before serving a subpoena, the request should be personally served on the Law Department, at 250 Broadway, 9th Floor, along with a copy of the subpoena to be signed by the judge. Once the subpoena is signed, please follow the procedure for serving it as discussed above.