

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: November 7, 1973

TO: Borough Superintendents & Director, Cranes and Derricks

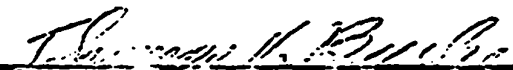
FROM: Thomas V. Burke, Director of Operations

SUBJECT: Compliance with Section 170.10(2) of the Criminal Procedure Law which requires the defendant to be furnished with a copy of the accusatory instrument (court complaint).

Section 170.10(2) of the Criminal Procedure Law requires that a defendant, upon arraignment, be furnished by the Court with a copy of the accusatory instrument. In order to comply with this legal requirement, the following steps shall be taken immediately:

1. An additional copy of the court complaint shall be prepared and furnished to the Criminal Court.
2. A Rubber Stamp with capital letters one-half inch high reading "DEFENDANT'S COPY" will be forwarded to each borough office. This additional copy of court complaint should be stamped as the "DEFENDANT'S COPY" and filed with the Court for the defendant's use.
3. Prior to the receipt of these stamps by the borough offices, the words "DEFENDANT'S COPY" shall be typed or written manually on this additional copy of the court complaint.

It cannot be over-emphasized that the above steps be followed in all cases and shall be the routine procedure of the Department.


Thomas V. Burke, P.E.
Director of Operations

TVB/LB/sc

ATTACHMENT:

cc: Executive Staff
Louis Beck
Joseph Halpern, Chief-Penalty Division, Law Dept. 27th floor,
Municipal Building
Jerome Campbell, Attorney -in Charge
Criminal Court
Part 6 Prosecutions
Room 3000
Municipal Building 10007