



**ST. LAWRENCE COUNTY
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse
Canton, New York 13617-1198
Telephone (315) 379-2237~ Fax (315) 379-2302

Mary Lou Rupp
St. Lawrence County Clerk

Sandy Santamoor
St. Lawrence County Deputy Clerk

MEMORANDUM

Date: January 12, 2015
From: Mary Lou Rupp, St. Lawrence County Clerk
Subject: Index Number Application &
Default Judgment Requirements

Effective Immediately

- The St. Lawrence County Clerk's Office will now be requiring an index number application for the purchase of all index numbers. The application can be accessed on our website or by contacting the office at the above number.
- When submitting the additional notices in the unsealed stamped envelope for the consumer credit actions the return address should be the following:

**ST. LAWRENCE COUNTY
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- When preparing the additional affidavits for the consumer credit actions please use the available PDF forms on the www.nycourts.gov/rules/ccr website. This will alleviate delays when reviewing and filing the default judgments in accordance with the new legislation.
If we can be of any further assistance, please advise.

ST LAWRENCE COUNTY CLERK

Index #

**APPLICATION FOR INDEX NUMBER
PURSUANT TO CPLR SECTION 8018**

FEE: \$210

Spaces below to be TYPED or PRINTED by applicant

COURT:

FULL TITLE OF ACTION OR PROCEEDING

Plaintiff(s)

Vs.

Defendants(s)

Name & address of Attorney for Plaintiff or Petitioner

Name & address of Attorney for Defendant

TYPE OF ACTION

Contract ___ Tort ___ Certiorari ___ SCAR ___ Name Change ___

Foreclosure ___ Matrimonial ___ **Consumer Credit Action ___ Other ___

**** ___ Check if it applies to the new
default judgment applications under CPLR 3215(A)**

**COMPLETE
THIS STUB**

Title of Action or Proceeding

Index #

**Supreme or County Court
St Lawrence County**

vs.

Endorse this Index # on all papers