

# The New York State Courts:

## **An Introductory Guide**

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Chief Judge of the State of New York

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## A Message from the Chief Judge

**The state courts are truly the workhorses of the American legal system.** Here in New York State, we handle



approximately four million cases each year, involving almost every type of endeavor known to humanity. We hear family matters, personal injury claims, commercial disputes, trust and estate issues, criminal cases, landlord-tenant matters. Every one of these cases is important to the individual parties involved; many have implications for the larger community as well.

Yet for all the activity and impact of the New York courts, many citizens are unfamiliar with our work and structure. This booklet provides an overview of how our courts are organized and the kinds of work they do.

The New York state courts encourage citizen interest. We hope many of you, after reading this booklet, will stop by to watch a trial or hear a legal argument at your local courthouse or in Court of Appeals Hall in Albany.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Lippman". The signature is fluid and cursive, with a long horizontal stroke at the end.

**JONATHAN LIPPMAN**

Chief Judge of the  
New York State Courts

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## Court Authority and Structure

**Cases start in the trial courts.** Though most cases are decided at the trial-court level, parties will occasionally ask a higher court to reconsider the case. This is called an appeal. Most appeals are first heard in the intermediate appellate courts, which review the decisions of lower courts to make certain that the law was properly applied. In New York, the highest court is the **Court of Appeals**. Listed here are brief descriptions of the various trial and appellate courts that make up the New York state court system.

### THE TRIAL COURTS

#### *IN NEW YORK CITY*

**The Civil Court of the City of New York** decides lawsuits involving claims for damages up to \$25,000 and includes a small claims part for cases involving amounts up to \$5,000 as well as a housing part for landlord-tenant matters.

**The Criminal Court of the City of New York** handles misdemeanors (crimes punishable by fine or imprisonment of up to one year) and lesser offenses. Criminal Court judges also conduct arraignments (initial court appearances following arrest) and preliminary hearings for felonies (crimes punishable by imprisonment of more than one year).

#### *OUTSIDE NEW YORK CITY*

**District Courts**, located in Nassau County and the five western towns of Suffolk County, arraign defendants accused of felonies and handle misdemeanors and lesser offenses as well as civil suits involving claims up to \$15,000.

**City Courts** arraign defendants accused of felonies and handle misdemeanors and lesser offenses as well as civil suits involving claims up to \$15,000. Some City Courts have small claims parts, where matters involving claims up to \$5,000 are handled, and/or housing parts, which handle landlord-tenant matters.

**Town and Village Justice Courts** handle misdemeanors and lesser offenses. Although the County Courts try felony cases, town and village justices first arraign defendants in Town and Village Courts. Town and Village Courts also hear civil suits involving claims up to \$3,000.

**County Courts, located in each county outside New York City,** have exclusive authority to conduct trials in felony matters, while sharing authority with local City and Town and Village Courts to handle trials in misdemeanor cases and other minor offenses. County Courts also have limited authority over cases involving claims for money damages up to \$25,000.

## **TRIAL COURTS OPERATING IN AND OUTSIDE NEW YORK CITY**

**The Supreme Court** generally hears cases outside the authority of the lower courts, such as civil matters involving higher dollar amounts; divorce, separation and annulment proceedings; and criminal prosecutions of felonies. (Outside New York City, Supreme Courts hear civil matters while the County Courts hear criminal matters.)

**The Family Court** hears matters involving children and families including adoption; guardianship; foster care approval and review; juvenile delinquency; family violence; child abuse and neglect; and child support, custody and visitation.

**The Surrogate's Court** hears cases relating to individuals who have passed away, including the validity of wills and the administration of estates. These courts are also authorized to handle adoptions.

**The Court of Claims** has exclusive authority over lawsuits seeking money damages against the State of New York. The Court of Claims also has jurisdiction over lawsuits seeking money damages against certain state-related entities such as the New York State Thruway, the City University of New York and the New York State Power Authority (for claims related to the taking of real estate only).

## APPELLATE COURTS

### *INTERMEDIATE APPELLATE COURTS*

**Appellate Terms of the Supreme Court in the First and Second Departments\*** hear appeals of decisions in cases starting in the New York City Civil and Criminal Courts. In the Second Department, the Appellate Terms also hear appeals of decisions in cases that started in the District, City or Town and Village Courts. The County Courts in the Third and Fourth Departments, while primarily trial courts, hear appeals of decisions in cases starting in the City Courts and Town and Village Courts.

**There are four Appellate Divisions of the Supreme Court**, one in each judicial department.\* The Appellate Divisions hear civil and criminal appeals from the trial courts as well as civil appeals from the Appellate Terms and County Courts.

### *HIGHEST APPELLATE COURT*

**The Court of Appeals**, New York's highest court, hears civil and criminal appeals from the state's intermediate appellate courts, and in some instances from the trial courts. The Court of Appeals also hears appeals of decisions reached by the State Commission on Judicial Conduct, which is responsible for reviewing allegations of misconduct brought against judges. In addition, the Court of Appeals makes rules governing the admission of attorneys to the New York State bar.

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\* For administrative purposes, the court system is divided geographically into four judicial departments and 13 judicial districts. The First Judicial Department includes districts 1 and 12; the Second Judicial Department, districts 2, 9, 10, 11 and 13; the Third Judicial Department, districts 3, 4 and 6; and the Fourth Judicial Department, districts 5, 7 and 8.

See directory on pages 11–14 for a list of counties comprising each district.

# Resources and Services for the Public

## Help for Those Without a Lawyer

### ***CourtHelp: Online Assistance***

A web site designed to help New Yorkers who do not have attorneys navigate the court system, CourtHelp, [www.nycourthelp.gov](http://www.nycourthelp.gov), has information on court procedures, court locations, law libraries, legal research sites and lawyer referral services. Visitors to the site can also download free court forms.

### ***Court Help Centers***

Many courts in New York State have help centers located right at the courthouse to assist people who do not have a lawyer. These offices are staffed by clerks and court attorneys who provide free legal and procedural information, offer referrals and provide free court forms and publications. Some centers have volunteer lawyers available to provide free legal advice to litigants who do not have an attorney. For help center locations visit [www.nycourthelp.gov](http://www.nycourthelp.gov).

### ***DIY (Do-It-Yourself) Form Programs***

DIY Form Programs are free, easy-to-use computer programs that allow you to create court forms for certain types of cases. These programs are available on the CourtHelp site, [www.nycourthelp.gov](http://www.nycourthelp.gov), and at many court help centers, public law libraries and court clerks' offices.

***Need help with legal research? See "Legal Research Assistance for the Public" on page 9.***

## **Accommodations for Those with Disabilities**

The New York State court system is committed to fostering compliance with the Americans with Disabilities Act (ADA) and to providing services, programs and activities in a way that assures accessibility for all users of the courts. To that end, each court location has an ADA liaison to handle accommodation requests. For more information, including a list of ADA liaisons, visit [www.nycourts.gov/accessibility](http://www.nycourts.gov/accessibility), email [ADA@nycourts.gov](mailto:ADA@nycourts.gov) or call 212-428-2760 or 212-428-2522.



## **Alternative Dispute Resolution (ADR) Programs** *(Mediation, etc.)*

The court system supports community- and court-based programs that offer mediation, arbitration, collaborative family law and other alternatives to litigation. These alternatives are available for a wide variety of matters such as family, neighbor and business disputes. To learn about the benefits of alternative dispute resolution or to access a program near you visit:

**[www.nycourts.gov/adr](http://www.nycourts.gov/adr) or call 518-238-4351.**

## **Assigned Counsel Program**

Court-appointed lawyers are provided by the Assigned Counsel Program for criminal defendants and parties in certain Family Court proceedings who cannot afford to hire an attorney. For more information contact the Assigned Counsel Program in your local county.

## **Attorney Directory**

The court system maintains an online registry of New York State attorneys, where you can verify an attorney's work number and address as well as registration status. To access the directory visit:

**<http://iapps.courts.state.ny.us/attorney/AttorneySearch>.**

## **Attorney Disciplinary Program**

Established to protect the public from attorneys who are incompetent or unethical, the Attorney Disciplinary Program conducts investigations of claims of attorney misconduct. In more serious cases, charges are brought before the Appellate Division, which may result in suspension or disbarment of the attorney. For information on professional standards for attorneys, clients' rights and responsibilities and related matters visit:

**[www.nycourts.gov/ip/attorneygrievance](http://www.nycourts.gov/ip/attorneygrievance).**

## **Attorney for the Child Program**

The Attorney for the Child Program (formerly known as the Law Guardian Program) provides legal counsel to minors in certain Family Court matters, including juvenile delinquency and child protective proceedings. For more information, contact your local Family Court.



## Case Information and Tracking

Using our free case information services you can find future appearance dates for cases in criminal, family and housing courts. You may also view information on both active and disposed civil cases in Supreme Court and local Civil Court. By signing up for our eTrack case-tracking service you can obtain email updates and appearance reminders for civil and criminal court cases. For more information visit [www.nycourts.gov](http://www.nycourts.gov) and click on the E-Courts link. Email inquiries may be sent to [ecourts@nycourts.gov](mailto:ecourts@nycourts.gov).

## Children's Centers

Some courthouses have an on-site Children's Center, a secure, staffed facility where youngsters can stay while their parents are in court. For more information, including Children's Center locations, visit:

[www.nycourts.gov/ip/childrenscenter](http://www.nycourts.gov/ip/childrenscenter).

## Comments, Suggestions or Filing a Complaint

### *Comments, Suggestions*

- To make a comment or suggestion, contact the Chief Clerk of the appropriate court or email [question@nycourts.gov](mailto:question@nycourts.gov).

### *To Make a Complaint About a Court Employee*

- Contact the Chief Clerk of the court in which the employee works; or the Office of the Inspector General (to investigate claims of wrongdoing) at **646-386-3500**; or the Managing Inspector General for Bias Matters (for allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, national origin or religion) at **1-877-236-3242** (toll-free). For more information visit: [www.nycourts.gov/howdoi/courtemployee.shtml#clerks](http://www.nycourts.gov/howdoi/courtemployee.shtml#clerks).

### *To Make a Complaint About a Judge*

- Contact the administrative office for the court to which the judge is assigned (see directory on page 10); or the Managing Inspector General for Bias Matters (for allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, national origin or religion) at: **1-877-236-3242** (toll-free).
- Complaints involving allegations of misconduct by a judge may also be referred to the State Commission on Judicial Conduct, which has offices in New York City, Albany and Rochester. To visit the Commission online go to [www.scjc.state.ny.us](http://www.scjc.state.ny.us).

## County Clerks' Offices

In New York City, the five County Clerks serve as jury commissioners and also perform a range of non-jury functions including the maintenance of Supreme Court case records, certification of Supreme Court documents, filing of business certificates and collection of fees for the filing of court documents. Outside New York City, County Clerks serve as clerks of the Supreme and County Courts, maintaining County Court and Supreme Court records, collecting fees for the filing of court documents and also performing many record-keeping functions, some of which are related to the courts. For more information check your local County Clerk's office.

## Court Interpreting Services

If you need a foreign or Sign language interpreter for a court appearance, contact the Chief Clerk's office of the court in which you are going to appear. If you do not know how to reach the court you may contact the Office of Court Interpreting Services by calling **646-386-5670** or sending an email to **courtinterpreter@nycourts.gov**. For more information about court interpreting services visit **[www.nycourts.gov/courtinterpreter](http://www.nycourts.gov/courtinterpreter)**.

## Criminal History Search

The court system's criminal history database includes records from all 62 New York State counties. For a fee, the courts' Criminal History Record Search Unit performs searches of the database to provide an individual's criminal history to public agencies, private companies and members of the public. For more information visit **[www.nycourts.gov/apps/chrs](http://www.nycourts.gov/apps/chrs)** or call **212-428-2810**

## Divorce Resources

For a general overview of the divorce process in New York State and links to resources in your local county, visit **[www.nycourts.gov/divorce/index.shtml](http://www.nycourts.gov/divorce/index.shtml)**

## Domestic Violence Resources

Domestic violence impacts the lives of thousands of New Yorkers each and every day. This type of violence is a crime. Resources are available for those who find themselves in a situation involving domestic violence. Find information at: **[www.nycourts.gov/topics/domesticviolence.shtml](http://www.nycourts.gov/topics/domesticviolence.shtml)**

## Fiduciaries

Fiduciaries are appointed by the court to a position of trust, serving individuals and the courts in a variety of ways, including as guardians, receivers or referees. The courts' Office of Guardian and Fiduciary Services offers training and other help to such individuals. For more information visit [www.nycourts.gov/ip/gfs/index.shtml](http://www.nycourts.gov/ip/gfs/index.shtml) or call **212-428-5505**.

For complaints relating to a fiduciary appointment contact the Managing Inspector General for Fiduciary Appointments at **866-FID-3226 (866-343-3226)**.

## Juror Web Site and Hotline

Jurors and other individuals interested in the jury system can obtain information about jury service in New York on the courts' juror web site, [www.nyjuror.gov](http://www.nyjuror.gov), which includes juror orientation videos and handbooks as well as links to the state's 62 local jury offices. Those seeking information about jury service can also call **1-800-NY-JUROR (1-800-695-8767)** toll-free or email [nyjuror@nycourts.gov](mailto:nyjuror@nycourts.gov) for assistance.

## Lay Guardian Assistance Program

A guardian is an adult selected by the judge to make decisions for another person who needs help managing finances and/or making personal care decisions. The Guardianship Assistance Network (GAN) helps families and friends who have been appointed by the court under Article 81 of the New York State Mental Hygiene Law to serve as guardians. GAN offers support, practical advice and training to help lay guardians carry out their responsibilities. For more information call **347-296-1948** or email [GAN@courts.state.ny.us](mailto:GAN@courts.state.ny.us).

## Legal Research Assistance for the Public

Public law libraries are located in courthouses in each county to provide legal research assistance to local attorneys and the general public. Court librarians are also available during business hours to answer questions by calling **1-800-COURT-NY (1-800-268-7869)** toll-free (assistance is available in languages other than English). For more information about the courts' legal research services visit [www.nycourts.gov/lawlibraries/index.shtml](http://www.nycourts.gov/lawlibraries/index.shtml) or call **518-238-4361**.

## **Parent Education and Awareness Program**

The court system oversees a statewide network of certified Parent Education and Awareness Programs that offer parents undergoing a divorce or separation information and practical tools to help them better understand how the breakup can affect their children and aid them in making their new family situation less stressful. While parents are often ordered or referred by the court to attend a parent education class, parents may also voluntarily participate in these programs. For more information visit **[www.nycourts.gov/parented](http://www.nycourts.gov/parented)** or email **[nyparent-ed@nycourts.gov](mailto:nyparent-ed@nycourts.gov)**

# Directory of Administrative Offices

Administrative judges oversee the courts within their jurisdiction, managing caseloads and administrative functions, including personnel management and budget administration. Following is a statewide directory of administrative judges' offices by court or judicial district. You can also view our online directory at [www.nycourts.gov/Admin/local-admin.shtml](http://www.nycourts.gov/Admin/local-admin.shtml).

## COURTS IN NEW YORK CITY

### CITYWIDE COURTS

#### **NEW YORK CITY CIVIL COURT..... 646-386-5400**

*Bronx, Kings, Queens, New York and Richmond counties*

111 Centre Street, New York, NY 10013

[www.nycourts.gov/courts/nyc/civil/index.shtml](http://www.nycourts.gov/courts/nyc/civil/index.shtml)

#### **NEW YORK CITY CRIMINAL COURT..... 646-386-4600**

*Bronx, Kings, Queens, New York and Richmond counties*

25 Beaver Street, New York, NY 10004

[www.nycourts.gov/courts/nyc/criminal/index.shtml](http://www.nycourts.gov/courts/nyc/criminal/index.shtml)

#### **NEW YORK CITY FAMILY COURT ..... 646-386-5190**

*Bronx, Kings, Queens, New York and Richmond counties*

60 Lafayette Street, Suite 11A, New York, NY 10013

[www.nycourts.gov/courts/nyc/family/index.shtml](http://www.nycourts.gov/courts/nyc/family/index.shtml)

### **1<sup>ST</sup> JUDICIAL DISTRICT (Manhattan)**

#### **NEW YORK COUNTY SUPREME COURT–**

##### **Civil Matters ..... 646-386-3211**

60 Centre Street, New York, NY 10007

[www.nycourts.gov/supctmanh/](http://www.nycourts.gov/supctmanh/)

#### **NEW YORK COUNTY SUPREME COURT–**

##### **Criminal Matters ..... 646-386-4000**

100 Centre Street, New York, NY 10013

[www.nycourts.gov/courts/1jd/criminal](http://www.nycourts.gov/courts/1jd/criminal)

**2<sup>ND</sup> JUDICIAL DISTRICT (Brooklyn)**

**KINGS COUNTY SUPREME COURT–**

**Civil Matters** ..... **347-296-1200**  
360 Adams Street, Brooklyn, NY 11201  
[www.nycourts.gov/courts/2jd/kings/civil/index.shtml](http://www.nycourts.gov/courts/2jd/kings/civil/index.shtml)

**KINGS COUNTY SUPREME COURT–**

**Criminal Matters** ..... **347-296-1000**  
320 Jay Street, Brooklyn, NY 11201  
[www.nycourts.gov/courts/2jd/kings/criminal/index.shtml](http://www.nycourts.gov/courts/2jd/kings/criminal/index.shtml)

**11<sup>TH</sup> JUDICIAL DISTRICT (Queens)**

**QUEENS COUNTY SUPREME COURT–**

**Civil Matters** ..... **718-298-1000**  
88-11 Sutphin Boulevard, Jamaica, NY 11435  
[www.nycourts.gov/courts/11jd/supreme/civilterm/index.shtml](http://www.nycourts.gov/courts/11jd/supreme/civilterm/index.shtml)

**QUEENS COUNTY SUPREME COURT–**

**Criminal Matters** ..... **718-298-1000**  
125-01 Queens Boulevard, Kew Gardens, NY 11415  
[www.nycourts.gov/courts/11jd/supreme/criminalterm/index.shtml](http://www.nycourts.gov/courts/11jd/supreme/criminalterm/index.shtml)

**12<sup>TH</sup> JUDICIAL DISTRICT (Bronx)**

**BRONX COUNTY SUPREME COURT–**

**Civil Matters** ..... **718-618-1200**  
851 Grand Concourse, Bronx, NY 10451  
[www.nycourts.gov/courts/12jd/civil/civil.shtml](http://www.nycourts.gov/courts/12jd/civil/civil.shtml)

**BRONX COUNTY SUPREME COURT–**

**Criminal Matters** ..... **718-618-3100**  
265 East 161st Street, Bronx, NY 10451  
[www.nycourts.gov/courts/12jd/criminal.shtml](http://www.nycourts.gov/courts/12jd/criminal.shtml)

# **13<sup>TH</sup> JUDICIAL DISTRICT (Staten Island)**

## **RICHMOND COUNTY SUPREME COURT–**

**Civil and Criminal Matters ..... 718-675-8700**  
 18 Richmond Terrace, Staten Island, NY 10301  
[www.nycourts.gov/courts/13jd](http://www.nycourts.gov/courts/13jd)

## **COURTS OUTSIDE NEW YORK CITY**

### **3<sup>RD</sup> JUDICIAL DISTRICT**

**(Capital District area) ..... 518-285-8300**  
*Albany, Columbia, Greene, Rensselaer, Schoharie,  
 Sullivan and Ulster counties - all courts*  
 2500 Pond View, Suite 210, Castleton-on-Hudson, NY 12033  
[www.nycourts.gov/courts/3jd/](http://www.nycourts.gov/courts/3jd/)

### **4<sup>TH</sup> JUDICIAL DISTRICT**

**(Adirondacks, Northern New York)..... 518-285-5099**  
*Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, St. Lawrence,  
 Saratoga, Schenectady, Warren and Washington counties - all courts*  
 65 South Broadway, Suite 101, Saratoga Springs, NY 12866  
[www.nycourts.gov/4jd/](http://www.nycourts.gov/4jd/)

### **5<sup>TH</sup> JUDICIAL DISTRICT**

**(Syracuse and Northwest) ..... 315-671-2111**  
*Herkimer, Jefferson, Lewis, Oneida, Onondaga and  
 Oswego counties– all courts*  
 Onondaga County Office Building,  
 600 South State Street, Syracuse, NY 13202  
[www.nycourts.gov/courts/5jd/index.shtml](http://www.nycourts.gov/courts/5jd/index.shtml)

### **6<sup>TH</sup> JUDICIAL DISTRICT**

**(Binghamton and surrounding counties) ..... 607-240-5350**  
*Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego,  
 Schuyler, Tioga and Tompkins counties - all courts*  
 31 Lewis Street, 5th Floor, Binghamton, NY 13901  
[www.nycourts.gov/courts/6jd/](http://www.nycourts.gov/courts/6jd/)



**7<sup>TH</sup> JUDICIAL DISTRICT**

**(Rochester and surrounding counties)**.....**585-454-4242**  
*Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben,  
Wayne and Yates counties - all courts*  
Hall of Justice, 99 Exchange Boulevard, Room 161,  
Rochester, NY 14614  
[www.nycourts.gov/courts/7jd/](http://www.nycourts.gov/courts/7jd/)

**8<sup>TH</sup> JUDICIAL DISTRICT**

**(Buffalo and surrounding counties)** .....**716-845-2505**  
*Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara,  
Orleans and Wyoming counties - all courts*  
92 Franklin Street, 3rd Floor, Buffalo, NY 14202  
[www.nycourts.gov/courts/8jd/](http://www.nycourts.gov/courts/8jd/)

**9<sup>TH</sup> JUDICIAL DISTRICT**

**(White Plains and surrounding counties)**.....**914-824-5100**  
*Dutchess, Orange, Putnam, Rockland and  
Westchester counties - all courts*  
County Courthouse, 111 Dr. Martin Luther King, Jr. Boulevard,  
11th Floor, White Plains, NY 10601  
[www.nycourts.gov/courts/9jd/](http://www.nycourts.gov/courts/9jd/)

**10<sup>TH</sup> JUDICIAL DISTRICT**

**Nassau County - all courts** .....**516-493-3001**  
100 Supreme Court Drive, Mineola, NY 11501  
[www.nycourts.gov/courts/10jd/nassau/index.shtml](http://www.nycourts.gov/courts/10jd/nassau/index.shtml)

**10<sup>TH</sup> JUDICIAL DISTRICT**

**Suffolk County - all courts** .....**631-853-7742**  
400 Carleton Avenue, P.O. Box 9080, Central Islip, NY 11722  
[www.nycourts.gov/courts/10jd/suffolk/index.shtml](http://www.nycourts.gov/courts/10jd/suffolk/index.shtml)

**STATEWIDE**

**COURT OF CLAIMS**.....**518-432-3411**  
P.O.B. 7344, Capitol Station, Albany, NY 12224  
[www.nycourts.gov/courts/nyscourtofclaims/](http://www.nycourts.gov/courts/nyscourtofclaims/)

Visit the New York State Unified Court System online at

**[www.nycourts.gov](http://www.nycourts.gov)**

to learn more about court programs and services.

Here are some helpful features you'll find on our web site:

**ATTORNEY REFERRAL SERVICES**

*(if you need help finding an attorney)*

**[www.nycourts.gov/litigants/attorneyreferral.shtml](http://www.nycourts.gov/litigants/attorneyreferral.shtml)**

**CRIMINAL HISTORY SEARCH**

**[www.nycourts.gov/apps/chrs](http://www.nycourts.gov/apps/chrs)**

**JUDGES' DIRECTORY**

*(information about NY State Unified Court System Judges)*

**[www.nycourts.gov/judges/directory.shtml](http://www.nycourts.gov/judges/directory.shtml)**

**JURY SERVICE**

**[www.nyjuror.gov](http://www.nyjuror.gov)**

**MEDIATION and other**

**ALTERNATIVE DISPUTE RESOLUTION SERVICES**

**[www.nycourts.gov/ip/adr](http://www.nycourts.gov/ip/adr)**

**PUBLIC INFORMATION/OUTREACH**

*(court publications, public service announcements, events calendar,  
educational tools for students and teachers)*

**[www.nycourts.gov/community\\_outreach](http://www.nycourts.gov/community_outreach)**

**SUGGESTIONS, COMMENTS OR COMPLAINTS**

**[www.nycourts.gov/howdoi/fileacomplaint.shtml](http://www.nycourts.gov/howdoi/fileacomplaint.shtml)**

**Don't have an attorney and  
need help navigating the courts?**

Visit

**[www.nycourthelp.gov](http://www.nycourthelp.gov)**

**for court forms, information about court  
procedures and more.**



**FOR MORE INFORMATION**  
**please call 1-800-COURT-NY (1-800-268-7869)**  
*Assistance is available in English and other languages.*

**TTY: call 711 ([nyrelay.com](http://nyrelay.com))**

**or visit us online at:**

**[www.nycourts.gov](http://www.nycourts.gov)**

**NEW YORK STATE OFFICE OF COURT ADMINISTRATION,  
OFFICE OF PUBLIC AFFAIRS  
25 BEAVER STREET, NEW YORK, NY 10004  
(212) 428-2116**