

INSTRUCTIONS TO OPEN-COMPETITIVE CANDIDATES

Read the following instructions, as well as the announcement for this examination before filling out your application.

EXAM SITE SELECTION (ITEM 2)

Enter the code number for your selection which corresponds to the exam center where you wish to be tested. Please be advised that not every test site is used for each examination.

24 - NEW YORK CITY	14 - HORNELL	36 - SARANAC LAKE
01 - ALBANY	20 - MIDDLETOWN	38 - SYRACUSE
06 - BINGHAMTON	21 - NASSAU COUNTY	39 - UTICA
08 - BUFFALO	27 - OGDENSBURG	41 - WATERTOWN
09 - SUFFOLK COUNTY	33 - POUGHKEEPSIE	42 - NYACK
11 - FREDONIA	35 - ROCHESTER	

APPLICATION FEE (ITEM 4)

An application fee is required to apply for this examination. The amount is noted on the examination announcement. **Your application must be accompanied by a MONEY ORDER payable to: N. Y. S. Office of Court Administration. DO NOT SEND CASH or CHECKS.** The following information should be written on the money order: Applicant's name, Social Security Number, home address, title of the examination and examination number for which application is being filed. **Application fees are not refundable.** Compare your qualification carefully to the requirements stated on the announcement before submitting your application.

An exception to the fee requirement will be made for employees of the Unified Court System.

An exception to the fee requirement will be made also for persons receiving Supplemental Social Security payments or public assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency or are receiving public assistance from the New York City Department of Social Services. All claims are subject to late verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception will also be made to applications who are unemployed and primarily responsible for the support of a household.

VETERANS CREDITS (ITEM 7)

To be eligible for Veterans Credits, an individual **MUST**:

- be a citizen or an alien lawfully admitted for permanent residence at the time of application for credits.
- be a resident of New York State at time of appointment.
- have received or expect to receive an honorable discharge or release under honorable circumstances from the Armed Forces of the United States. (Effective January 1, 1998 active duty members of the Armed Forces may request that veterans credits be added to the passing final ratings and use those credits for appointment from the eligible list, once discharged honorably or under honorable circumstances.)

AND

- have served anywhere in the U. S. Armed Forces during one of the following dates:

World War II	December 7, 1941	to	December 31, 1946
Korean Conflict	June 27, 1950	to	January 31, 1955
Viet Nam Conflict	February 28, 1961	to	May 7, 1975
Persian Gulf Conflict	August 2, 1990	to	the date upon which such hostilities end

OR

- have received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal for the:

Hostilities in Lebanon	June 1, 1983	to	December 1, 1987
Hostilities in Grenada	October 23, 1983	to	November 21, 1983
Hostilities in Panama	December 20, 1989	to	January 31, 1990
- In addition, the following nonmilitary service is also recognized for veterans credit:
 - service in the Commissioned Corps of the U. S. Public Health Services during July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952 or
 - satisfactory service as a crew member aboard merchant vessels in ocean going service during December 7, 1941 to December 31, 1946.

To claim additional credits as a Disabled Veteran, an individual must, in addition to meeting all of the above requirements, be certified by the Veterans Administration as entitled to receive payments for a service-connected disability rated at ten (10) percent or more.

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER