

NEW YORK STATE UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
EXAMINATION UNIT-ROOM 1081  
25 BEAVER STREET  
NEW YORK, NY 10004

**Re: Court Officer-Trainee 45-758**

Dear Applicant:

On your application for the above examination, you indicate that you are eligible to receive Veterans Credits toward your score. If you wish to be considered for credit, a copy of this letter, and all of the following must be provided prior to the establishment of the eligible list for credit consideration.

-Please check the appropriate box:

I wish to be considered for five points credit as a **non-disabled** veteran.

I wish to be considered for ten points credit as a **disabled** veteran.

-Attach a legible photocopy of your **DD214** Report of Separation which indicates that you have served full time active duty in the Armed Forces of the United States, other than active duty for training purposes, during one of the eligible periods, and have been honorably discharged or discharged under honorable circumstances.

-Answer the following question: Have you ever **received an appointment** to any position or **promotion** in a New York State or local governmental agency using Veterans Credits?

Yes  No

(You may still request Veterans Credits if you applied your credits to a past exam but were never hired or promoted from the exam.)

-If you wish to be considered for **Disabled Veterans Credits**, you must **also** attach documentation issued by the US Department of Veterans Affairs indicating that you have a combined service connected disability rated at ten percent (10%) or greater. Acceptable documentation includes the Summary of Benefits Letter or other written proof issued by the US Department of Veterans Affairs.

Return all paperwork to: Office of Court Administration  
(Deadline 02/01/2010) Examination Unit, Room 1081  
25 Beaver Street  
New York, NY 10004

Should you have any questions regarding this matter, you may call our office at (212) 428-2580.

Very truly yours,

The Examination Unit