

**NEW YORK STATE
UNIFIED COURT
SYSTEM**



Legal Fellows Program

LEGAL FELLOWS PROGRAM

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SYSTEM**

Legal Fellows Program



“Technological progress and social enlightenment are every day adding to our court dockets. . . it is essential that aspiring young lawyers, brought up in this new age, learn the nature of the judicial process, with a view toward blending the wisdom of the past with the skills of the present in order to pass a meaningful legacy to the future.”

JUDITH S. KAYE
CHIEF JUDGE OF THE STATE OF NEW YORK

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER.

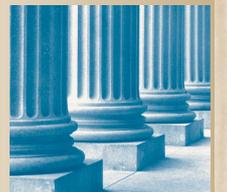


Alice M. Chapman-Minutello, Deputy Director
Division of Human Resources
Workforce Diversity Office
New York State Unified Court System
25 Beaver Street • Room 1009 • New York, NY 10004
(212) 428-2540

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HIGHLIGHTS:

- One Year (12 months) Fellowships begin in September 2005.
- Assignments will be to judicial offices throughout the court system.
- Year long salary will be \$46,549.
- A comprehensive state employment benefits package.

ELIGIBILITY

- Receipt of a Juris Doctor degree from a fully accredited law school.
- Applicants must anticipate graduation from law school by August, 2005, or have graduated no more than 3 years prior to August, 2005.



LEGAL FELLOWS PROGRAM:



THE NEW YORK STATE UNIFIED COURT SYSTEM is offering one year Legal Fellowships to recent law school graduates interested in pursuing a legal career in public service. Legal Fellows will be assigned to work in judicial offices, assisting with legal research and

writing. These assignments will offer valuable professional legal experience to new attorneys while also exposing them to judicial decision making and court operations. Fellowship opportunities will be available throughout the state.

THE LEGAL FELLOWS PROGRAM will also offer a special window into the justice system. Forums will be conducted for the Legal Fellows to meet with judges, elected officials, government appointees, and public policy makers to learn about their work in public service as well as their individual professional experiences. Together with the Fellowship assignments, these forums will provide practical insight into the courts and professional opportunities in the legal system.



THE LEGAL FELLOWS PROGRAM IS COORDINATED BY THE WORKFORCE DIVERSITY OFFICE. If you have any questions, or need further information, contact the Legal Fellows Coordinator at (212) 428-2540 or visit our Website at www.courts.state.ny.us

APPLICATION PROCESS:

The application package must include:

- A current resume.
- Law school transcript (unofficial copies will suffice).
- A writing sample (unedited).
- Two Letters of recommendation from law school professors (if you have been practicing law following receipt of a J.D. degree, letters from legal employers may be substituted).
- A cover letter indicating preference of location (see attached list).

SELECTION PROCEDURES:

Prospective candidates will be contacted and interviews scheduled in the Fall. Offers will be made in December, 2004.

FILING:



Application packages must be filed between July 1, and September 30, 2004 for employment sought for positions beginning in September, 2005. Submit application packages to:

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Deputy Director
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25 Beaver Street
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New York, NY 10004



**New York State Unified Court System
Court Facility Locations**

(Rev. May 2004)

Administrative Offices for Courts Within New York City

**New York County Supreme Court
Criminal Branch**
100 Centre Street, New York, NY 10013
(212) 374-5717

**New York County Supreme Court
Civil Branch**
60 Centre Street, New York, NY 10007
(212) 374-4422

Kings County Supreme Court
360 Adams Street, Brooklyn, NY 11201
(718) 643-5268

Richmond County Supreme Court
18 Richmond Terrace, Staten Island, NY 10301
(718) 390-5201

Queens County Supreme Court
88-11 Sutphin Boulevard, Jamaica, NY 11435
(718) 520-3730

Bronx County Supreme Court
851 Grand Concourse, Bronx, NY 10451
Civil Term - (718) 590-3786
Criminal Term - (718) 590-3942

New York City Criminal Court
100 Centre Street, New York, NY 10013
(212) 374-6233

New York City Civil Court
111 Centre Street, New York, NY 10013
(212) 374-8079

New York City Family Court
60 Lafayette Street, Suite 11B
New York, NY 10013
(212) 374-3650

Administrative Offices for Courts Outside the City of New York

3rd Judicial District
(Albany, Columbia, Greene, Rensselaer,
Schoharie, Sullivan, Ulster)
125 State Street, 3rd Floor, Albany, NY 12207
(518) 445-7867

4th Judicial District
(Clinton, Essex, Franklin, Fulton, Hamilton,
Montgomery, St. Lawrence, Saratoga,
Schenectady, Warren, Washington)
65 South Broadway, Suite 101
Saratoga Springs, NY 12866
(518) 587-3019

5th Judicial District
(Herkimer, Jefferson, Lewis, Oneida,
Onondaga, Oswego)
Onondaga County Office Building
600 South State Street, Room 105
Syracuse, NY 13202
(315) 671-2111

6th Judicial District
(Broome, Chemung, Chenango, Cortland,
Delaware, Madison, Otsego, Schuyler,
Tioga, Tompkins)
State Office Building, Suite 1501
44 Hawley Street, Binghamton, NY 13901
(607) 721-8541

7th Judicial District
(Cayuga, Livingston, Monroe, Ontario,
Seneca, Steuben, Wayne, Yates)
Hall of Justice, Room 161
99 Exchange Boulevard
Rochester, NY 14614
(585) 454-4242

8th Judicial District
(Allegany, Cattaraugus, Chautauqua, Erie,
Genesee, Niagara, Orleans, Wyoming)
Ticor Building
110 Franklin Street, Buffalo, NY 14202
(716) 845-2505

9th Judicial District
(Dutchess, Orange, Putnam,
Rockland, Westchester)
Westchester County Court House
111 Dr. Martin Luther King, Jr., Blvd., 11th Floor
White Plains, NY 10601
(914) 995-4100

10th Judicial District
(Nassau)
Supreme Court Building
100 Supreme Court Drive
Mineola, NY 11501
(516) 571-3542

10th Judicial District
(Suffolk)
400 Carleton Avenue, P.O. Box 9080
Central Islip, NY 11722
(631) 853-7742

Court of Claims
(Statewide)
Capitol Station, P.O. Box 7344
Albany, NY 12224
(518) 465-8881