

**NEW YORK STATE UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION**



**ASSOCIATE SURROGATE'S COURT CLERK  
EXAMINATION GUIDE**

## INTRODUCTION

The New York State Office of Court Administration has developed this test guide to familiarize you with the Associate Surrogate's Court Clerk/Principal Surrogate's Court Clerk examination. This test guide describes the format and content of the examination. The examination for Associate Surrogate's Court Clerk/Principal Surrogate's Court Clerk is promotional and consists of a multiple-choice test. The Associate Surrogate's Court Clerk Examination consists of 60 multiple-choice questions. The Principal Surrogate's Court Clerk Examination consists of the 60-question Surrogate's Court Clerk Examination, plus an additional 15 questions, for a total of 75 questions.

## ASSOCIATE SURROGATE'S COURT CLERK

### SUBJECT OF EXAMINATION

This examination will be multiple-choice designed to assess knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of December 31, 2017, as set forth in the:

- A. **Surrogate's Court Procedure Act:** Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17a, 18, 19, 20, 21, 22, 23, 24, and 25 and articles of Civil Practice Law and Rules referred to therein;
- B. **Estates, Powers and Trusts Law:** Articles 1, 2, 3, 4, 5, 7, 11, 12, and 13;
- C. **Domestic Relations Law:** Section 117;
- D. **Social Services Law:** Section 384B;
- E. **Mental Hygiene Law:** Article 81 - Sections 81.01 to 81.08;
- F. **Rules of the Chief Administrator of the Courts:** Parts 130-1.1, 130-1.1a and Part 207, and official court forms.

**TIMING** – Associate Surrogate's Court Clerk exam applicants are given four (4) hours to complete the exam.