

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



**ASSOCIATE COURT CLERK
EXAMINATION GUIDE**

INTRODUCTION

The New York State Office of Court Administration has developed this test guide to familiarize you with the Associate and Principal Court Clerk examinations. This test guide describes the format and content of the examinations. This test guide provides at least one sample question with its correct answer for each subject area listed. You should study these to understand how the correct answers were determined. The examinations for Associate and Principal Court Clerk are promotional and consist of multiple-choice questions. The Associate Court Clerk Examination consists of 90 multiple-choice questions. The Principal Court Clerk Examination consists of the 90-question Associate Court Clerk Examination, plus an additional 30 questions.

ASSOCIATE COURT CLERK - SUBJECT OF EXAMINATION

This written examination is designed to assess knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System. The list below is subject to change for any future exam, and reflects the subject of examination as of October 2, 2018 as set forth in:

1. **Civil Practice Laws and Rules** including but not limited to Articles 2, 3, 4, 5, 6, 10, 11, 12, 21, 22, 23, 30, 31, 32, 34, 41, 44, 50, 52, 54, 55, 62, 63, 70, 75, 78 and 80.
2. **Criminal Procedure Law** including but not limited to Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 215, 216, 220, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 380, 390, 400, 410, 420, 430, 440, 500, 510, 520, 530, 540, 720, 722, and 730.
3. **Penal Law** including but not limited to Articles 55, 65, 70, 80 and 85.
4. **Family Court Act** including but not limited to Articles 1 (Parts 1, 5, 6,7) , 2 (Parts 4, 6), 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5-B (Parts 1, 2, 3, 4,6) 6, 7, 8, 10, 10-A, 10-B, 10-C and 11 and any other statutes, rules and court procedures referred to therein;
5. **Other laws and statutes including:**
 - a. Domestic Relations Law Articles 3 (15-a), 5-A (Titles I, II, III), and 7 (Titles I, II, III), 10;
 - b. Social Services Law Sections 358-a and 383-c;
 - c. Uniform Rules for the New York State Trial Courts Parts 200, 202, 205 (Sections 2-5, 7b, 11, 12, 15, 17, 26, 28d, 29, 36, 37, 42-44, 49, 50, 52, 53, 59, 64, 67, 80, 86) and 208;
 - d. Corrections Law Articles 6C and 23;
 - e. Real Property Actions and Proceedings Law Article 7;
 - f. Vehicle and Traffic Law Sections 511, 1192 and 1193;
 - g. Mental Hygiene Law Articles 9, 10 and 81.

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