

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



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

## SENIOR SURROGATE'S COURT CLERK

### SUBJECT OF EXAMINATION

This is a multiple-choice examination designed to assess the following:

#### I. Knowledge of Surrogate's Court Procedures and Legal Terminology:

These questions assess applicants' knowledge of Surrogate's Court Procedures in effect in the New York State Unified Court System as of March 1, 2016, in the following areas:

- a. The Surrogate's Court Procedure Act, including but not limited to Articles 1, 2, 3, 4, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17A, 18, 20, 21, 22, 23, 24, and 25; and articles of Civil Practice Law and Rules referred to therein.
- b. Estates, Powers and Trusts Law, including but not limited to Articles 1, 2, 3, 4, 5 and 7.
- c. Uniform Rules for the New York State Trial Courts (22 N.Y.C.R.R.), Part 207 (Surrogate's Court).

#### II. Organizing and Interpreting Written Material:

This section assesses applicants' ability to organize and understand written material using the following two formats:

**Format A:** Applicants will be presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

**Format B:** Applicants will be presented with brief reading selections followed by questions that require the interpretation and/or application of the information presented in the reading selections to given situations. All of the information required to answer the questions will be provided in the selections. Applicants will not be required to have any prior knowledge relating to the content areas covered in the selections.

**TIMING** – Senior Surrogate's Court Clerk exam applicants are given three and a half (3.5) hours to complete the exam.