

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



**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 Surrogate's Court Clerk/Senior Surrogate's Court Clerk examination. This test guide describes the format and content of the examination. The examination for Surrogate's Court Clerk/Senior Surrogate's Court Clerk is promotional and consists of a multiple-choice test. The Surrogate's Court Clerk Examination consists of 60 multiple-choice questions. The Senior Surrogate's Court Clerk Examination consists of the 60-question Surrogate's Court Clerk Examination, plus an additional 10 questions, for a total of 70 questions.

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, 22, 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, and 5.
- 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 – Surrogate's Court Clerk exam applicants are given three and a half (3.5) hours to complete the exam.