

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

## LEGAL FELLOWS PROGRAM

### HIGHLIGHTS:

- One year (12 months) Fellowships begin in August 2004.
- Assignments will be to judicial offices throughout the court system.
- Year long salary will be \$46,549 (effective April 2002).
- A comprehensive state employment benefits package is included.

### ELIGIBILITY

- Receipt of a Juris Doctor degree from a fully accredited law school.
- Applicants must anticipate graduation from law school by August 2004 or have graduated no more than 3 years prior to August 2004.



## 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** also will 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](http://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 2003.

## FILING:



Application packages must be filed between July 1, and September 30, 2003, for employment sought for positions beginning in August 2004. Submit application packages to:

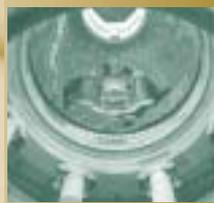
Alice M. Chapman,  
Administrator  
Division of  
Human Resources  
Workforce Diversity  
Office  
New York State  
Unified Court System  
25 Beaver Street  
Room 1009  
New York, NY 10004



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# Legal Fellows Program



ALICE M. CHAPMAN, ADMINISTRATOR  
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



NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER.



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

(Rev. June 2003)

**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**

**3<sup>rd</sup> Judicial District**

(Albany, Columbia, Greene, Rensselaer,  
Schoharie, Sullivan, Ulster)  
125 State Street, 3<sup>rd</sup> Floor, Albany, NY 12207  
(518) 445-7867

**4<sup>th</sup> 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

**5<sup>th</sup> Judicial District**

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

**6<sup>th</sup> 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

**7<sup>th</sup> Judicial District**

(Cayuga, Livingston, Monroe, Ontario,  
Seneca, Steuben, Wayne, Yates)  
Hall of Justice, Room 406,  
99 Exchange Boulevard  
Rochester, NY 14614  
(585) 454-4242

**8<sup>th</sup> Judicial District**

(Allegany, Cattaraugus, Chautauqua, Erie,  
Genesee, Niagara, Orleans, Wyoming)  
Ticor Building  
110 Franklin Street, Buffalo, NY 14202  
(716) 858-4800

**9<sup>th</sup> Judicial District**

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

**10<sup>th</sup> Judicial District**

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

**10<sup>th</sup> 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