



# OPENING

## COURTHOUSE DOORS

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### LIBRARIANS' PORTFOLIO

#### Fifth Judicial District

RESOURCES FROM NEW YORK STATE COURTS



# INTRODUCTION

The New York State Court System, its judges, and other court system professionals and staff produce a range of publicly available materials that provide crucial information about the court system and the law. This portfolio gathers and organizes information that may be of particular interest to librarians, either as background or for use in assisting library patrons.

Librarians play an essential role in promoting and ensuring the public's access to justice as they are often the first contact the public turns to for legal information and an explanation of how the court system works. The information contained in this publication will enhance librarians' knowledge about the court system and allow them to guide their patrons more effectively.

# GUIDE TO COURT SYSTEM RESOURCES

The materials referenced in this portfolio represent only a fraction of available information produced by courts in New York State. The following additional resources may also be of use to librarians:

- [HTTP://WWW.NYCOURTS.GOV](http://www.nycourts.gov), the website of the New York State Unified Court System, provides a wealth of information about the courts, including the basic structure of the court system, court programs and services, law, court procedure and assessments of court practice and recommendations for reform.
- **MyCourts-NY** (<http://www.nycourts.gov/youth/>), is a website for youth and educators in New York State that offers information about courts, law and justice, including links to helpful resources and innovative programs that offer young people opportunities to play an active role in their communities.
- **THE NEW YORK STATE COURTS: AN INTRODUCTORY GUIDE** (<http://www.nycourts.gov/admin/nycourts-introguide.pdf>) provides an overview of how New York State courts work, and basic information on the structure of the courts, court programs and resources.
- **ACCESS TO JUSTICE** (<http://www.nycourts.gov/nya2j>) provides an overview of the New York State Court System's efforts to ensure access to justice for all New Yorkers. Website includes publications, news and events.

# REFERENCE GUIDE FOR COMMON QUESTIONS

## Where can I find basic information about the courts and law?

- **WWW.NYCOURTHELP.GOV: THE LAW**—Provides information about family law, civil law (e.g., housing and small claims), legal terms and law libraries.
- <http://www.lawhelp.org/ny> —Provides information on a wide range of legal issues. Information is provided in over 30 languages.

## How can I find a lawyer?

- <http://www.nycourts.gov/courthelp/goingtocourt/findlawyer.shtml> : **FIND A LAWYER**—Provides information on lawyer referral services.
- <http://www.nycourts.gov/courthelp/goingtocourt/legalHelp.shtml> —Provides a directory of offices and programs that provide free legal services in New York State, searchable by county.

## I was told I need to fill out a form and bring it to court. How can I find the form I need?

- <http://nycourts.gov/courthelp/GoingToCourt/formsFees.shtml> : **FORMS**—Provides downloadable forms and several Do-It Yourself (“DIY”) forms that users can complete using an easy-to-use web-based program.

## Where is the courthouse? How can I contact someone there about my case?

- <http://www.nycourts.gov/courthelp/> —Provides addresses and contact information for New York State courts, searchable by county.
- In 5th Judicial District: <http://www.nycourts.gov/COURTS/5jd/index.shtml>—Provides addresses and phone numbers for the 5th Judicial District courts.
- Outside 5th Judicial District:  
<http://www.nycourts.gov/courts/index.shtml> —Provides information about courts throughout New York State, including descriptions, addresses, phone numbers, directions to the courthouses, and hours of operation.

## How do I know which court handles my problem?

- <http://nycourts.gov/courthelp/> **THE RIGHT COURT FOR YOUR PROBLEM**

## How can I get copies of court records?

- Contact the Clerk of the Court.  
<http://www.nycourts.gov/courthelp/goingtocourt/records.shtml>

## How can I find information about a specific court case?

- **WEBCRIMS**—Enables users to view pending criminal cases in 5th Judicial  
[https://iapps.courts.state.ny.us/webcrim\\_attorney/Login](https://iapps.courts.state.ny.us/webcrim_attorney/Login)
- **WEBCIVIL SUPREME**—Provides information about active and disposed Civil Supreme Court cases in New York State. <http://iapps.courts.state.ny.us/webcivil/FCASMain>

- **E-TRACK** —Provides information about active cases from all 62 counties of New York State. <https://iapps.courts.state.ny.us/webcivil/etrackLogin>
- **WEBCIVIL LOCAL**—Provides information about active cases in Local Civil Court cases in New York State. <http://iapps.courts.state.ny.us/webcivilLocal/LCMain>
- **WEBFAMILY**—Provides information about active Family Court cases in New York State and Integrated Domestic Violence (IDV) Court cases in those counties with IDV Courts. <http://iapps.courts.state.ny.us/fcasfamily/main>

**Where can I find definitions of legal vocabulary and terms?**

<http://www.nycourts.gov/CourtHelp/GoingToCourt/glossary.shtml>

**How can I find out about jobs in the court system?**

<http://www.nycourts.gov/careers/index.shtml> —Provides job listings, application forms and job descriptions for careers in the New York State Court System.

**Where can I find a Court Help Center?**

<http://www.nycourts.gov/courthelp/goingtocourt/helpcenters.shtml>-- Provides a listing of Court Help Centers.

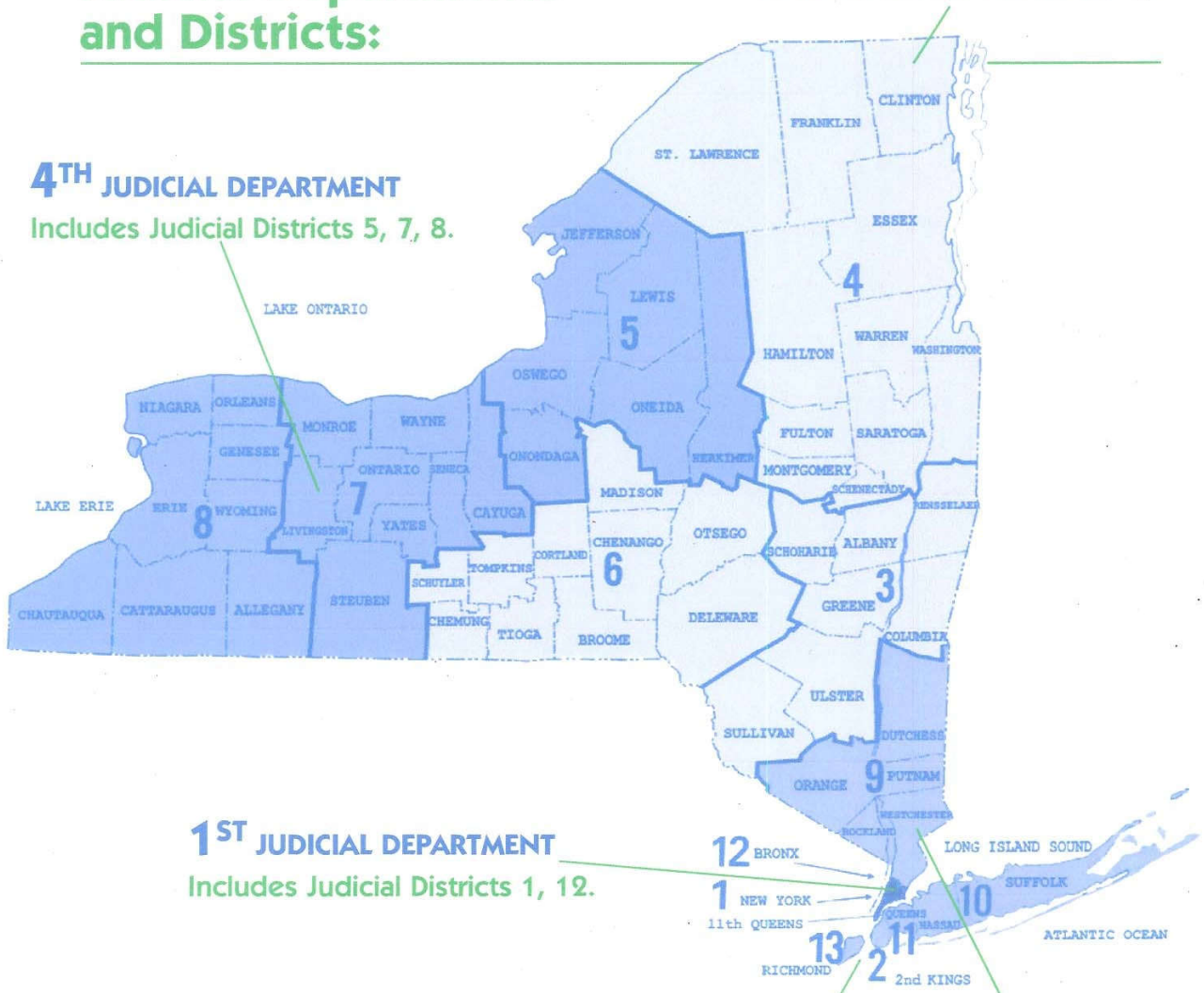
# Judicial Departments and Districts:

## 3<sup>RD</sup> JUDICIAL DEPARTMENT

Includes Judicial Districts 3, 4, 6.

## 4<sup>TH</sup> JUDICIAL DEPARTMENT

Includes Judicial Districts 5, 7, 8.



## 1<sup>ST</sup> JUDICIAL DEPARTMENT

Includes Judicial Districts 1, 12.

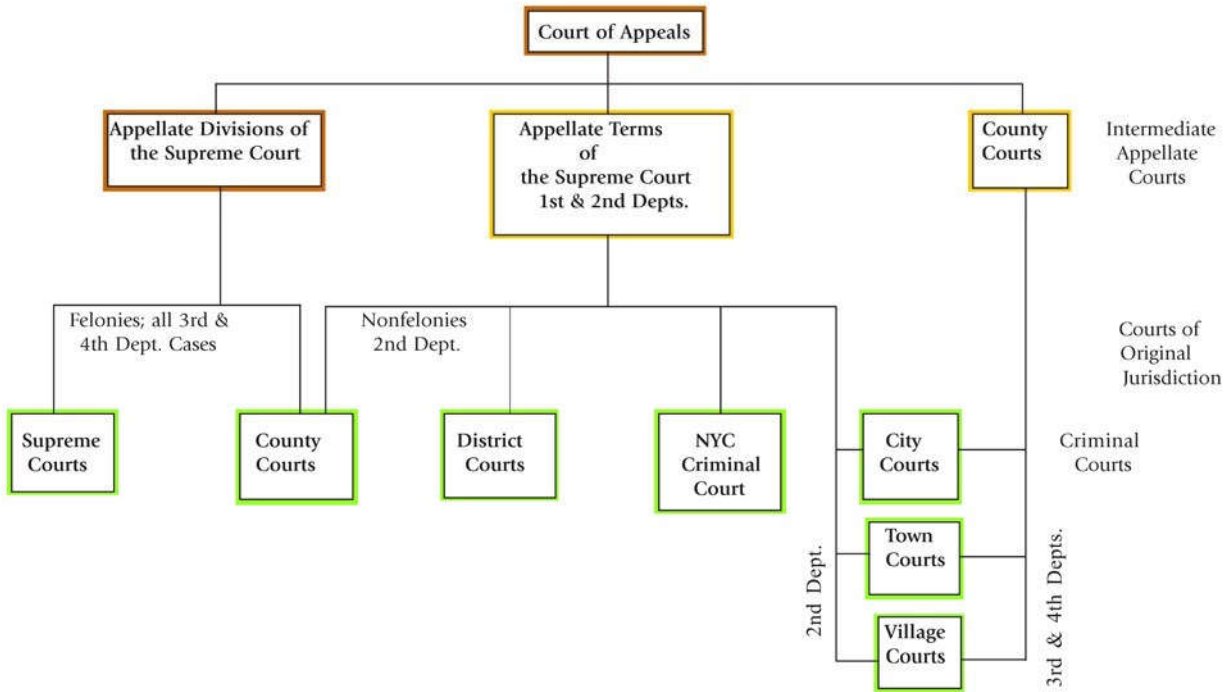
## 2<sup>ND</sup> JUDICIAL DEPARTMENT

Includes Judicial Districts 2, 9, 10, 11, 13.

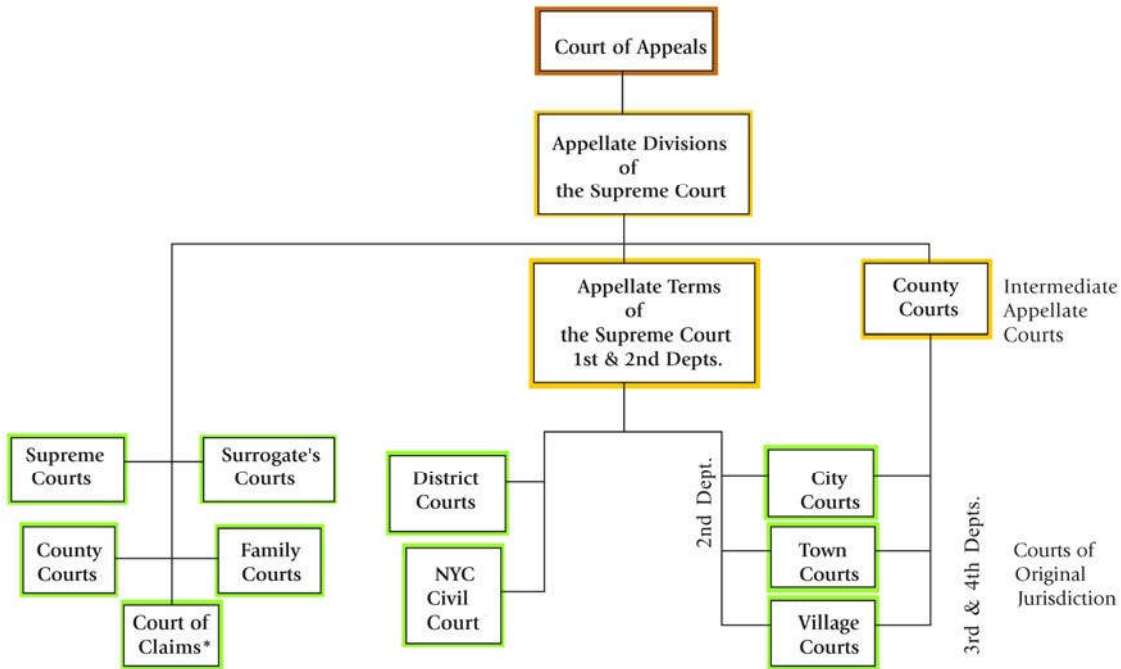


# New York State Unified Court System

# CRIMINAL COURT STRUCTURE



# CIVIL COURT STRUCTURE



# JURY SERVICE

## **Grand Juror Handbook**

Handbook for citizens summoned to serve as grand jurors in New York State, answering commonly asked questions about grand jury service.

[http://www.nyjuror.gov/pdfs/hb\\_Grand.pdf](http://www.nyjuror.gov/pdfs/hb_Grand.pdf)

## **Grand Juror Orientation Video: Protect and Uphold**

Video presenting the purpose and responsibilities of grand jury service.

[http://www.nyjuror.gov/JO\\_VideoScripts.shtml](http://www.nyjuror.gov/JO_VideoScripts.shtml)

## **Petit Juror Handbook**

Handbook providing basic information about petit jury service and answering commonly asked questions.

[http://www.nyjuror.gov/users/wwwucs/pdfs/hb\\_Petit.pdf](http://www.nyjuror.gov/users/wwwucs/pdfs/hb_Petit.pdf)

## **Petit Juror Orientation Video: Your Turn**

Video presenting the purpose and responsibilities of petit jury service.

[http://www.nyjuror.gov/JO\\_VideoScripts.shtml](http://www.nyjuror.gov/JO_VideoScripts.shtml)

## **Jury Service in New York State: A Guide for Employers and Employees**

Information about jury service for employers and employees.

[http://www.nyjuror.gov/pdfs/hb\\_EE.pdf](http://www.nyjuror.gov/pdfs/hb_EE.pdf)

## **Postpone Jury Service**

Website provides information regarding the steps to follow in order to postpone jury service.

<http://www.nyjuror.gov/index.shtml>

## **Complete Jury Questionnaire**

Website provides instructions to complete the jury questionnaire.

<http://www.nyjuror.gov/index.shtml>

## **Emergency Court Closings**

Website provides information regarding court closings.

<http://www.nyjuror.gov/index.shtml>



# OPPORTUNITIES FOR STUDENT INVOLVEMENT

## **Get Involved**

Interactive web page listing educational tools and other resources for teachers and students

<http://www.nycourts.gov/admin/publicaffairs/educationaltools.shtml>

## **Public events calendar**

On-line calendar providing information about New York State Unified Court System events open to and of interest to the public.

<http://www.nycourts.gov/admin/publicaffairs/>

## **Student Ambassador Program**

Program description and application information for the New York State court system's Student Ambassador Program, an internship program that places high school, college, and law school students under the guidance of judicial and non-judicial personnel.

[http://www.nycourts.gov/admin/publicaffairs/educationaltools\\_studentambassador.shtml](http://www.nycourts.gov/admin/publicaffairs/educationaltools_studentambassador.shtml)

# CAREERS IN THE COURT SYSTEM

## **Careers in the Courts**

Web pages containing information about careers in the courts, including available positions, job descriptions, exam announcements and application forms.

<http://www.nycourts.gov/careers/index.shtml>

## **Language Access and Court Interpreters**

Website providing information about career opportunities for court interpreters.

<http://www.nycourts.gov/courtinterpreter/careers.shtml>

## **Court Officer Trainee Recruitment**

Website providing information about New York State Court Officer recruitment and training.

<http://www.nycourts.gov/careers/cot/>

## **Careers in the New York State Courts**

Document summarizing [www.nycourts.gov/careers](http://www.nycourts.gov/careers), which provides information regarding current job openings, examinations, and benefits.

<http://www.nycourts.gov/admin/publicaffairs/pdfs/Careers%20WebGuide%E2%80%932007.pdf>

# COURTHELP

CourtHelp <http://www.nycourts.gov/courthelp/> is a website that offers information about finding the help you may need to represent yourself in New York State Courts, identifies courthouse locations, telephone numbers and other basic court data, free court forms, information about procedural and substantive law, and access to lawyer referrals. The information is presented in a user-friendly format in plain language and with simple, straightforward graphics. Information is available in English and Spanish.

CourtHelp <http://www.nycourts.gov/courthelp/GoingToCourt/gettingHelp.shtml> is a website that provides legal referral information and educational materials for the public. CourtHelp information is available in a section called "Getting Help at the Courthouse."

Litigants can use CourtHelp <http://www.nycourts.gov/courthelp/> from any computer or at public computer terminals located in help centers, law libraries and courthouses.

**COURT Help** Find the Help You Need to Represent Yourself in NY Courts

**Welcome! CourtHelp can help you when you don't have a lawyer**

**Going to Court**  
Getting Help  
Court Forms & Fees  
Court System Basics  
Court Case Basics

**Families & Children**  
Support  
Custody  
Divorce  
More

**Abuse & Harassment**  
Domestic Violence  
Order of Protection

**Homes & Evictions**  
Evictions outside NYC  
Evictions in NYC  
Foreclosure  
More

**Guardianship**  
Child  
Developmentally Disabled  
More

**After the Case is Over**  
Appeals  
Collecting a Judgment

**Problems With Money**  
When You Owe Money  
When Someone Owes You Money

**Name Change**  
Name Change Basics  
Marriage & Divorce  
Forms  
More

**When Someone Dies**  
Small Estate  
Probate  
Administration

**Small Claims**  
NYC, Nassau & Suffolk  
Outside NYC, Nassau & Suffolk

**SEARCH COURTHelp**

**AMERICANS with DISABILITIES**

**COURT LOCATOR**  
Choose County   
and/or  
Choose Court Type

**Quick Links:**  
• Legal Glossary  
• DIY Forms  
• Topics A to Z  
• Help Centers  
• Find a Lawyer  
• LawHelp  
• Contact Us

<http://nycourts.gov/courthelp/>

# DIY FORMS

Almost two million New Yorkers appear without lawyers in New York State courts each year. The courts have worked in partnership with the civil justice community to develop resources to make courts more accessible to unrepresented litigants.

The New York State Courts Access to Justice Program has developed computer programs to help unrepresented New Yorkers navigate the legal system. Do-It-Yourself (DIY) Forms guide users through a series of questions then produce court forms and information sheets (e.g., what to bring to court hearings, how to file forms with the court, and fact sheets relevant to a specific case type) based upon litigants' responses.

Litigants can use the DIY Forms on-line by visiting <http://nycourts.gov/CourtHelp/DIY/index.shtml> Litigants also can obtain information and complete forms in Court Help Centers and many clerk's offices in the courthouses.

## DIY FORMS CURRENTLY AVAILABLE STATE WIDE

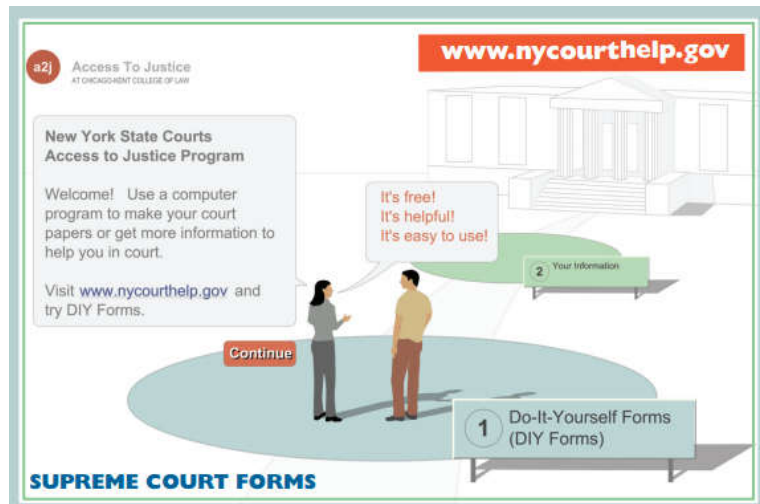
- Family Court Paternity Petition Program (English and Spanish)
- Family Court Support Enforcement/Violation Petition Program
- Family Court Support Modification Petition Program
- Family Court Custody/Visitation Enforcement Petition Program
- Family Court Custody/Visitation Modification Petition Program
- Surrogate's Court Safe Deposit Box Petition Program
- Surrogate's Court Small Estate Affidavit Program
- Surrogate's Court Article 17A Guardianship Petition Program
- Supreme Court Adult Name Change Petition Program
- Supreme Court Child Name Change Petition Program
- Supreme Court Uncontested Divorce Program
- Supreme, County, City, District, Town, Village, and New York City Civil Court Courts Vacate Default Judgment in a Consumer Debt Case Program
- District, City, Town and Village Court Nonpayment Petition Program
- District, City, Town and Village Court Licensee Holdover Petition Program
- District, City, Town and Village Court Squatter Holdover Petition Program

## NEW YORK CITY ONLY

- Small Property Owner Nonpayment Petition Program
- Small Property Owner Licensee Holdover Petition Program
- Tenant Affidavit to Vacate a Default Judgment (English and Spanish)
- Tenant Affidavit to Restore Case to Calendar (English and Spanish)
- Adult Name Change Petition Program
- Child Name Change Petition Program
- Affidavit to Vacate a Default Judgment in a Consumer Debt Case
- Roommate Holdover Program
- Nonpayment Answer Roommate Holdover Program

## TIPS FOR USING DIY FORMS

- DIY Forms require Adobe Flash to use the program and Microsoft Word to see and print the completed court forms.
- Users can listen to a narration of on screen text.
- Users can create accounts that allow them to save their work securely and use saved answers to complete additional forms. Users can also use the program without creating an account; they can complete forms and print them, but not save their answers.
- Users are prompted to accept the terms of use of the website program before they begin.



# NYS DIY Forms

**Free and easy guided step-by-step programs to help you fill out Supreme Court forms.**

These computer programs ask you questions. The program then uses your answers to prepare instructions and court forms for your case.

### AVAILABLE NOW!

- ▶ **Name Change Petition**
- ▶ **Vacate Default Judgment**
- ▶ **Uncontested Divorce**
- ▶ **and more...**

Check for these and others on [www.nycourthelp.gov](http://www.nycourthelp.gov)



# Spanish

## Spanish DIY Forms

[http://www.inside-ucs.org/homepage\\_content/archive/index-diy-sep-2016.shtml](http://www.inside-ucs.org/homepage_content/archive/index-diy-sep-2016.shtml)

**New Spanish Language Resources in Honor of Hispanic Heritage Month**

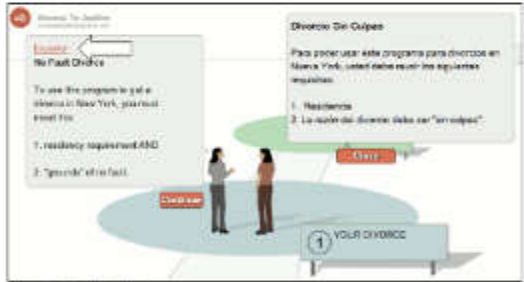
Hispanic Heritage Month Sept. 15 to Oct. 15

NEW YORK STATE COURT Help

**NYS DIY Forms** IN SPANISH LISTED BELOW

In time to celebrate Hispanic Heritage Month, September 15 – October 15, the NYS Courts Access to Justice Program, working with the Office of Language Access and several Court Interpreters, is pleased to announce the addition of new Spanish resources for the DIY (Do-It-Yourself) Form programs and the addition of a new [Spanish DIY Form homepage](#) on the CourtHelp website. The new CourtHelp page contains a list of the old and new Spanish resources available in the programs.

New Spanish resources added to the programs include Spanish instructions in the [Guardianship Article 17A DIY Form program](#) and Spanish Pop-Ups and instructions added to the: [Child Name Change DIY Form program](#), [Uncontested Divorce DIY Form program](#), and [Vacate Default Judgment Consumer Debt DIY Form program](#).



Sample Spanish Pop-Up Screen

\*Pop-ups\* are highlighted words in the text that can be clicked on by the user to obtain additional information, in this case, translations of the English text. This feature will help staff when assisting Spanish speaking litigants. Users just click on "Español" in the English screen's text or Learn More and the Spanish translation appears.

Special thanks to Ann Ryan, Rena Middewright, Dahyana Grullon, Emillae Mercuri, Alexandra Jimenez, Eddy Valdez and Emie Belzaguy for their help with this project!

[Archive of InsideUCS Home Page Stories](#)

# LAW LIBRARIES

## GENERAL INFORMATION AND SERVICES

### **Law Libraries**

Information on legal research and New York State law and public access libraries.

<http://www.nycourts.gov/lawlibraries/index.shtml>

### **Law Library Locations**

Web pages, law library locations, phone numbers, and contact email addresses for individual libraries.

<http://www.nycourts.gov/lawlibraries/publicaccess.shtml>

### **Law Library Catalog – SYMPHONY**

Access to SYMPHONY, the court system's automated, on-line library catalog.

<http://www.ucsil.nycourts.gov/>

### **Law Library Materials Document Delivery Service**

Interactive document delivery service that forwards requested legal materials by email or fax.

<http://www.nycourts.gov/lawlibraries/document-service.shtml>

## 5th JD COURTS

5<sup>TH</sup> JD HOMEPAGE [HTTP://WWW.NYCOURTS.GOV/COURTS/5JD/INDEX.SHTML](http://www.nycourts.gov/COURTS/5JD/INDEX.SHTML)

### COURTS BY COUNTY

#### Herkimer

Supreme & County Courts

<http://www.nycourts.gov/courts/5jd/herkimer/supremecounty/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/herkimer/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/herkimer/surrogate/index.shtml>

Little Falls City Court

<http://www.nycourts.gov/courts/5jd/herkimer/city/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>

Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

#### Jefferson

Supreme & County Courts

<http://www.nycourts.gov/courts/5jd/jefferson/supremecounty/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/jefferson/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/jefferson/surrogate/index.shtml>

Watertown City Court

<http://www.nycourts.gov/courts/5jd/jefferson/city/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>



Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

### **Lewis**

Supreme Court

<http://www.nycourts.gov/courts/5jd/lewis/supreme/index.shtml>

County Court

<http://www.nycourts.gov/courts/5jd/lewis/county/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/lewis/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/lewis/surrogate/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>

Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

### **Oneida**

Supreme & County Courts

<http://www.nycourts.gov/courts/5jd/oneida/supremecounty/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/oneida/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/oneida/surrogate/index.shtml>

Utica City Court

<http://www.nycourts.gov/courts/5jd/oneida/city/utica/index.shtml>

Rome City Court

<http://www.nycourts.gov/courts/5jd/oneida/city/rome/index.shtml>

Sherrill City Court

<http://www.nycourts.gov/courts/5jd/oneida/city/sherrill/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>

Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

## **Onondaga County**

Supreme & County Courts

<http://www.nycourts.gov/courts/5jd/onondaga/supremecounty/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/onondaga/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/onondaga/surrogate/index.shtml>

Syracuse City Court

<http://www.nycourts.gov/courts/5jd/onondaga/city/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>

Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

## **Oswego**

Supreme & County Courts

<http://www.nycourts.gov/courts/5jd/oswego/supremecounty/index.shtml>

Family Court

<http://www.nycourts.gov/courts/5jd/oswego/family/index.shtml>

Surrogate's Court

<http://www.nycourts.gov/courts/5jd/oswego/surrogate/index.shtml>

Oswego City Court

<http://www.nycourts.gov/courts/5jd/oswego/city/oswego/index.shtml>

Fulton City Court

<http://www.nycourts.gov/courts/5jd/oswego/city/fulton/index.shtml>

City, Town & Village Courts

<http://www.nycourts.gov/COURTS/5jd/index.shtml>

Jurors

<http://www.nyjuror.gov/index.shtml>

Law Library

<http://www.nycourts.gov/lawlibraries/index.shtml>

# ON-LINE RESOURCES

## AT THE COURTHOUSE

### **Language Access and Court Interpreters Handout**

Brochure explaining the availability and role of court interpreters and providing information for inquiring about one.

<http://www.nycourts.gov/admin/publicaffairs/pdfs/Language%20Cards.English.pdf>

### **FAQ's on Getting an Interpreter**

Web page providing information on how to get a court interpreter.

<http://www.nycourts.gov/COURTINTERPRETER/faqs.shtml>

### **Information Guidelines**

Short video describing how to get help at the courthouse.

<http://www.nycourts.gov/courthelp/nolawyer5.htm>

### **Tools for Interpreters**

Web page providing sample written and oral tests, glossary of terms, courtroom team, online training and tips for remote interpreting.

<http://www.nycourts.gov/COURTINTERPRETER/index.shtml>

### **ADA Accommodations**

Web page providing information regarding arranging for special court accommodations, such as a court interpreter or an assistive listening device.

[http://www.nycourts.gov/accessibility/CourtUsers\\_Guidelines.shtml](http://www.nycourts.gov/accessibility/CourtUsers_Guidelines.shtml)

## COURT OF APPEALS

### **Annual Reports of the Clerk of the Court to the Judges of the Court of Appeals of the State of New York**

Annual reports chronicling the work of the Court of Appeals, including an overview of matters filed with and decided by the Court, a summary of administrative accomplishments, highlights of selected decisions, detailed statistics and other information.

<http://www.nycourts.gov/ctapps/annrpt.htm>

### **Court of Appeals of the State of New York**

The history and work of the Court of Appeals of the State of New York.

<http://www.nycourts.gov/ctapps/coahall.htm>

### **Decisions by the Court of Appeals**

Decisions by the Court of Appeals are available to the general public on the day of their release.

<http://www.nycourts.gov/ctapps/decisions.htm>

## **CRIMINAL COURT**

### **Criminal Justice System Handbook**

Handbook designed to help court users and litigants understand how the criminal justice system works in New York State, from arrest through appeal.

<http://www.nycourts.gov/litigants/crimjusticesyshandbk.shtml>

## **DISPUTE RESOLUTION**

### **Community Dispute Resolution Centers**

Brochure providing basic information about Community Dispute Resolution Centers and how mediation works. <http://www.nycourts.gov/ip/adr/Publications/Brochures/cdrpc.pdf>

### **Office of Alternative Dispute Resolution Programs**

Brochure providing basic information about the programs offered by the Office of Alternative Dispute Resolution.

[http://www.nycourts.gov/ip/adr/Publications/Brochures/adr\\_bro.pdf](http://www.nycourts.gov/ip/adr/Publications/Brochures/adr_bro.pdf)

### **Youth Initiatives and Educational Programs**

Report summarizing youth initiatives and educational programs offered by Community Dispute Resolution Centers.

[http://www.nycourts.gov/ip/adr/Publications/Info\\_for\\_Programs/Youth.pdf](http://www.nycourts.gov/ip/adr/Publications/Info_for_Programs/Youth.pdf)

## **FAMILY COURT**

### **Court Information**

Website describing and providing information about Family Court.

<http://www.nycourts.gov/courthelp/Family/index.shtml>

### **Domestic Violence**

Information about obtaining an Order of Protection in Family Court.

<http://www.nycourts.gov/courts/family-violence/dv/index.shtml>

### **Domestic Violence articles and links to other related sites.**

<http://www.nycourts.gov/topics/domesticViolence.shtml>

**Forms**

**Links to Family Court forms including Do-It-Yourself forms.**

<http://www.nycourts.gov/CourtHelp/DIY/index.shtml>

<http://www.nycourts.gov/forms/familycourt/index.shtml>

**Frequently Asked Questions**

Frequently asked questions about Family Court proceedings.

<http://www.nycourts.gov/CourtHelp/GoingToCourt/gettingHelp.shtml>

## GENERAL INFORMATION

### **Annual Reports of the Chief Administrator**

Annual reports submitted to the Governor and Legislature detailing the activities of the court system, including data on caseload activity, information about the structure of the court system, a summary of court system initiatives and a review of the court system's legislative agenda. <http://www.nycourts.gov/reports/annual/index.shtml>

### **Frequently Asked Questions**

Frequently asked questions about the New York State court system.  
<http://www.nycourts.gov/youth/faqs/index.html>

### **Glossary of Legal Terms**

Glossary defining hundreds of legal words and terms.  
<http://www.nycourts.gov/lawlibraries/glossary.shtml>

### **New York State Problem-Solving Courts**

Brochure providing basic information about problem-solving courts, including community courts, sex offender courts, domestic violence courts, integrated domestic violence courts, drug treatment courts and mental health courts.  
[http://www.nycourts.gov/courts/problem\\_solving/PSC-FLYER4Fold.pdf](http://www.nycourts.gov/courts/problem_solving/PSC-FLYER4Fold.pdf)

### **History of the New York State Court System**

Article chronicling the history of the New York State court system.  
<http://www.nycourts.gov/ad3/historyofthecourt.html>

### **State of the Judiciary Addresses**

Annual addresses highlighting the work of the courts, especially new initiatives and notable accomplishments from the past year.  
<http://www.nycourts.gov/admin/stateofjudiciary/>

### **Surrogate's Courts**

Frequently asked questions about Surrogate's Courts—courts that hear cases involving the affairs of decedents, including the probate of wills, and the administration of estates and trust proceedings. Surrogate's Courts also have concurrent jurisdiction over guardianships of the person; property of infants and adoption proceedings.

<http://www.courts.state.ny.us/courts/nyc/surrogates/faqs.shtml>

## **GUARDIANSHIP**

### **Guardian Assistance Network**

Website providing support, practical advice and training for families or friends who have been appointed by the court to serve as guardians under Article 81 of the New York State Mental Hygiene Law.

<http://www.courts.state.ny.us/ip/gan/>

## **MATRIMONIAL MATTERS**

### **Matrimonial Matters Glossary**

Glossary defining over one hundred legal words and terms used in matrimonial matters.

<http://www.nycourts.gov/divorce/glossary.shtml>

### **Parent Education and Awareness Program**

Web site describing and providing information about the New York State Parent Education and Awareness Program, which is designed to educate divorcing or separating parents about the impact of their breakup on their children.

<http://www.nycourts.gov/ip/parent-ed/>

### **Resources about Divorce**

Free instruction booklets and forms for people starting a divorce.

<http://www.nycourts.gov/ip/matrimonial-matters/forms.shtml>

## **RESEARCH RESOURCES**

**Bibliography: Family Law & Juvenile Law Materials** Bibliography of resources on family law and juvenile law.

[http://www.nycourts.gov/lawlibraries/pdfs/FamilyJuvenile\\_Kings.pdf](http://www.nycourts.gov/lawlibraries/pdfs/FamilyJuvenile_Kings.pdf)



**Bibliography: Landlord & Tenant**

Bibliography of resources on landlord and tenant law.

<http://www.nycourts.gov/courthelp/Homes/LTbasics.shtml>

**Bibliography: Lien Law Bibliography of resources on lien law.**

<http://www.nycourts.gov/lawlibraries/pdfs/LienLawPfinder.pdf>

**Bibliography: Indian Studies**

Bibliography of resources on Indian Studies.

[http://www.nycourts.gov/library/ad4/datas/is\\_bib.pdf](http://www.nycourts.gov/library/ad4/datas/is_bib.pdf)

**Bibliography: Women in the Law**

Bibliography of resources on women in the law.

<http://www.nycourts.gov/library/ad4/datas/willist.pdf>

**Law Libraries**

Information on legal research, law libraries, public access libraries and LION, the court system's automated, on-line library catalog.

<http://www.nycourts.gov/lawlibraries/index.shtml>

## SMALL CLAIMS

**A Guide to Small Claims in the New York State City, Town and Village Courts**

Provides information about how to commence an action in any small claims court outside New York City, Nassau and Suffolk Counties.

<http://www.nycourts.gov/courthelp/pdfs/SmallClaimsHandbook.pdf>

**“How to Start a Small Claims Case” Seminar**

Seminar providing basic information about how to start a small claims case.

[http://www.nycourts.gov/courts/nyc/smallclaims/seminar\\_smallclaims.shtml](http://www.nycourts.gov/courts/nyc/smallclaims/seminar_smallclaims.shtml)

## SMALL CLAIMS ASSESSMENT REVIEW

Information about a procedure that provides property owners with an opportunity to challenge the assessment on their real property as determined by the Board of Assessment Review (the Board) (in counties outside Nassau and NYC) or the Assessment Review Commission (ARC) (in NYC and Nassau County).

<http://www.nycourts.gov/litigants/scar/index.shtml>

## TOWN AND VILLAGE COURTS

### **Town and Village Courts: Frequently Asked Questions**

Web page answering common questions about Town and Village courts.

<http://www.nycourts.gov/courts/townandvillage/faqs.shtml>

## YOUTH AND CHILDREN

### **Children's Centers in the Courts**

Information about the nation's first statewide system of court-based Children's Centers, which provide a safe, literacy-rich environment and an opportunity for positive interventions in the lives of vulnerable children.

<http://www.nycourts.gov/ip/childrenscenter/index.shtml>

### **Civil Court Coloring Book**

Activity book containing pictures of court scenes to color and games to play.

[http://www.nycourts.gov/courts/nyc/SSI/colorbook/Binder\\_EN.pdf](http://www.nycourts.gov/courts/nyc/SSI/colorbook/Binder_EN.pdf)

### **Court Appointed Special Advocate (CASA) Information**

Web page presenting basic information about the New York State Unified Court System CASA Assistance Program.

<http://www.nycourts.gov/ip/casa/AboutUS.shtml>

### **Promoting Literacy: Lessons from New York's Court Based Literacy Project**

Brochure describing the Children's Center Literacy Project, which aims to create literacy rich environments in the statewide system of Children's Centers.

<http://www.nycourts.gov/ip/justiceforchildren/PDF/projectliteracy.pdf>



**Hon. Fern A. Fisher**  
**Director, New York State Courts**  
**Access to Justice Program**  
**646-386-4200**