NEW YORK COURTS: FORMS, RULES, TRIAL PRACTICE MATERIALS, AND COMMUNITY COURT INFORMATION

PURPOSE:

This guide is designed to help researchers locate forms, rules, and trial practice materials needed for New York courts. This guide also contains the contact information, including the names, phone numbers, and website addresses (when available) for our local community courts.

OUTLINE:

I. Form Books
   A. General Form Books

II. Federal Court Rules and Procedures
   A. Federal Court Rules (General)
      1. Text of the Rules
      2. McKinney’s New York Rules of Court
      3. Federal Rules: Annotated
      4. Court Interpretations
      5. Treatises
      6. Federal Form Books
      7. Local Court Rules for Federal Courts
      8. Citators

III. Trial Practice Materials

IV. Community Court Information
   A. New York State Courts (Onondaga County)
   B. State Administrative Agencies
   C. Federal Court Information
   D. Onondaga County Court System
   E. Syracuse City Court System
   F. Onondaga County Town and Village Court Numbers

I. FORM BOOKS
A. General Form Books

1. **American Jurisprudence Legal Forms, 2d** (KF170 .A42)
   Includes brief commentary and references to Am. Jur. 2d, A.L.R., law reviews and tax references. Alphabetical topic arrangement. Two volume general index. Updated by pocket parts.

2. **West's Legal Forms, 2d** (KF170 .M64)
   Substantive introductions, references to C.J.S., and West topics and key numbers precede forms for each subject covered. Topical arrangement with each subject volume or set of volumes having its own index. General index for entire set. Updated by pocket parts.

3. Jacob Rabkin and Mark H. Johnson, **Federal Income, Gift, and Estate Taxation** (KF6335 .R33)
   Forms on a variety of topics, including corporations, partnerships, real estate, wills, and estate planning, with extensive discussion of tax aspects and form preparation checklists. General index volume. Looseleaf format with current developments usually filed in front of each volume.

II. FEDERAL COURT RULES AND PROCEDURES

A. Federal Court Rules (General)

1. **Text of the Rules**
   Text of the Rules of Criminal Procedure are found in the Appendix to Title 18 to the U.S. Code. The Rules of Civil Procedure, Appellate Procedure, and Evidence are in the Appendix to Title 28 of the U.S. Code.

2. **McKinney's New York Rules of Court** (Reference KFN 5030 .A431)
   Provides the up-to-date rules of court for the Federal District Court, State courts, Federal Bankruptcy Courts, and local civil courts.

3. **Federal Rules: Annotated**

4. **Court Interpretations**
   a. **Federal Rules Decisions** (F.R.D.) (Unclassified, Floor 4)
Contains cases from the federal district courts that construe the Rules of Civil Procedure and the Rules of Criminal Procedure. Also includes articles, reports of judicial conferences and committee reports. This is a standard West reporter and is indexed in the digest system.

5. Treatises
      Analysis with extensive annotations on jurisdiction, service, venue, pleadings, trial practice and appeals for civil and criminal actions. Arranged by subject. Includes a six volume forms section and one volume subject index. Updated by pocket parts and paperback supplements.

   b. *West's Federal Administrative Practice* (KF8816.W47)
      Discussion of practice before federal administrative agencies and courts. Includes forms, tables, and an index volume. Updated by pocket parts and paperback supplements.


   d. *Moore's Federal Practice* (KF8816.A2)
      Discussion of federal practice arranged by rule numbers. Special volumes for Supreme Court practice. Includes four volumes of forms, three volume index, and volume of tables. Looseleaf format.

      Commentary on the Federal Rules of Evidence with annotations to cases. Subject index with table of cases. Looseleaf format with additional supplementary pages in front of each volume.

      Described as “a basic text on civil practice and procedure in New York courts.” Includes information on the New York court system, statutes of limitations, personal jurisdiction, pleadings, appeals, and other various civil procedure topics as applied to the New York court system.

6. Federal Form Books
   a. *West's Federal Forms* (KF8836.W4)
Separate volumes for courts of appeals, district courts, and Supreme Court practice. Updated by pocket parts and paperback supplements.

   Forms for judicial and administrative proceedings with extensive annotations to substantive law. Updated by pocket parts.

7. **Local Court Rules for Federal Courts**
   a. **Federal District Court Rules**
      (1) Rules for the federal district courts may be found in the Federal Rules Service, Local Court Rules volumes. It is arranged alphabetically by state and kept up to date as amendments and new rules are issued.

   b. **Rules for the Courts of Appeals**
      (1) Federal Rules Service, Local Court Rules volumes.
      (2) Rules volumes following Title 28 of U.S.C.A.
      (3) Rules volumes of U.S.C.S.
      (4) Each court also issues its rules in pamphlet form.

   c. **Federal Local Court Forms**
      Forms and completion instructions for every federal district court, arranged alphabetically by state. Also includes general forms for the courts of appeals. Contains an index and in looseleaf format.

8. **Citators**
   a. **Shepard's United States Citations - Court Rules**

   b. **Shepard's United States Citations - Statutes**
      Compiles citations to federal court rules. Citations to a federal court rule which has been cited by state courts can be obtained by consulting the appropriate Shepard's state edition. Also, citations to a federal court rule cited in major law review and legal periodicals can be obtained by referring to Shepard's Federal Law Citations in Selected Law Reviews.

**III. TRIAL PRACTICE MATERIALS**

1. **American Jurisprudence Pleading and Practice Forms (KF8836 ,A45)**
   Forms and annotations plus collateral references to other Lawyers' Cooperative publications. Includes procedural timetables and drafting checklists. Updated by pocket parts.

2. **Shepard's Preparing for Settlement and Trial (KF8900 ,P727)**
About eight articles per volume "which analyze legal topics of current interest to the practitioner..." Checklists, strategies, proofs, and discussions of substantive law.

3. **American Jurisprudence Trials** (KF8915 .A82)
   About five sample trials per volume. Examples of examination, cross examination, forms, discussion of substantive law. Annotations and cross references. Updated with pocket parts.

4. **American Jurisprudence Proof of Facts** (KF8915.A81)
   "Text and sample testimony to assist in proving contested facts" surrounding specific areas of the law.

5. **Criminal Defense Techniques** (KF9619 .C5)
   Contains discussion of specific crimes arranged by subject. Volumes 5 and 6 contain forms. One volume index and tables. Looseleaf format. Updated by supplementary pages at front of volumes.

**IV. COMMUNITY COURT INFORMATION**

**A. NEW YORK STATE COURTS (ONONDAGA COUNTY)**

**New York State Court of Appeals**
Court of Appeals Hall
20 Eagle Street
Albany, NY 12207-1095
Phone: (518) 455-7700
Website: [http://www.courts.state.ny.us/CTAPPS/](http://www.courts.state.ny.us/CTAPPS/)

**New York State Supreme Court, Appellate Division**

**4th Department**
M. Dolores Denman Courthouse
50 East Avenue
Rochester, NY 14604
Phone: (585) 530-3100
Website: [http://www.courts.state.ny.us/ad4/](http://www.courts.state.ny.us/ad4/)

**5th Judicial District Supreme Court**
401 Montgomery Street
Syracuse, NY 13202
Website: [http://www.nycourts.gov/courts/5jd/onondaga/](http://www.nycourts.gov/courts/5jd/onondaga/)
*Services: Information on trial matters, please contact specific court for information*

Supreme & County Court, Civil Unit
Phone: (315) 671-1030
Supreme & County Court, Criminal Unit  
Phone: (315) 671-1020

Family Court  
Phone: (315) 671-2000

Surrogate's Court  
Phone: (315) 671-2100

Court of Claims  
205 South Salina Street  
Syracuse, NY 13202-1381  
Phone: (315) 466-7151

Law Library of Onondaga Law Library  
Phone: (315) 466-7151

B. STATE ADMINISTRATIVE AGENCIES

Consumer Frauds & Protection Bureau  
Phone: (800) 771-7755  
Website: http://www.ag.ny.gov/bureaus/consumer_frauds/about.html  
*Services: Receives and investigates claims of consumer fraud*

New York State Human Rights Division: Syracuse Regional Office  
333 E. Washington Street, Room 543  
Syracuse, NY 13202  
Phone: (315) 428-4633  
Email: infosyracuse@dhr.state.ny.us  
Website: http://www.dhr.state.ny.us/index.html  
*Services: Receives and investigates employment-related human rights claims*

New York State Department of Family Assistance  
Website: http://www.dfa.state.ny.us/  
*Services: Administers social programs related to temporary, public and disability assistance*

Office of Children and Family Services  
52 Washington Street  
Rensselaer, NY 12144-2834  
Phone: (518) 473-7793  
Website: http://ocfs.ny.gov/main/

Office of Temporary and Disability Assistance  
40 North Pearl Street  
Albany, NY 12243  
Phone: (518) 473-1090
Website: [http://otda.ny.gov/main/](http://otda.ny.gov/main/)

New York State Child Abuse and Mistreatment Hotline
Phone: (800) 342-3720
Services: Receives and investigates claims of child abuse and mistreatment

C. FEDERAL COURT INFORMATION

**United States Court of Appeals for the Second Circuit**
Thurgood Marshall U.S. Courthouse
40 Foley Square
New York, NY 10007
Phone: (212) 857-8500
Website: [http://www.ca2.uscourts.gov](http://www.ca2.uscourts.gov)

**United States District Court for the Northern District of New York**
100 S. Clinton Street
P.O. Box 7367
Syracuse, NY 13261-7367
Phone: (315) 234-8500
Website: [http://www.nynd.uscourts.gov/](http://www.nynd.uscourts.gov/)

**U. S. Bankruptcy Court/Northern District of New York**
Alexander Pirnie Federal Building
10 Broad Street, Room 230
Utica, NY 13501
Phone: (315) 793-8101
Website: [http://www.nynb.uscourts.gov/](http://www.nynb.uscourts.gov/)
Note: Serves Onondaga County, but located in Utica

D. ONONDAGA COUNTY COURT SYSTEM

Onondaga County Law Department
John H. Mulroy Civic Center, 10th floor
421 Montgomery Street
Syracuse, NY 13202-2923
Phone: (315) 671-1020
Website: [http://www.ongov.net/law/index.html](http://www.ongov.net/law/index.html)
Provides information on case status, fines, and appearance dates in Onondaga County Courts

Onondaga County Attorney
421 Montgomery Street
Syracuse, NY 13202
Phone: (315) 435-2170
Onondaga County District Attorney
505 South State Street
Syracuse, NY 13202
Phone: (315) 435-2470

E. SYRACUSE CITY COURT SYSTEM

Syracuse City Court
Public Safety Building
511 South State Street
Syracuse, NY 13202
Phone: (315) 671-2700
Website: [http://www.nycourts.gov/courts/5jd/onondaga/syracuse/index.shtml](http://www.nycourts.gov/courts/5jd/onondaga/syracuse/index.shtml)

*Note: Please contact specific division for information*

- Civil Division
  Phone: (315) 671-2782

- Criminal Division
  Phone: (315) 671-2760

- Small Claims Division
  Phone: (315) 671-2741

- Traffic Division
  Phone: (315) 671-2770

F. ONONDAGA COUNTY TOWN AND VILLAGE COURT NUMBERS

Baldwinsville Village Court
Phone: (315) 635-6355

Camillus Town / Village Court
  Justice Poli
  Phone: (315) 487-0600

  Justice Powers
  Phone: 315/487-7066

Clay Town Court
Phone: (315) 652-3800

DeWitt Town Court
  Justice Jokl Jr.
  Phone: (315) 446-7136

Rev. 2-11
Justice Gideon
Phone: 315/446-9180

East Syracuse Village Court
Phone: (315) 437-3541 ext. 3300

Elbridge Town/Village Court
Phone: (315) 689-7380

Fabius Town / Village Court
Phone: (315) 683-9847

Fayetteville Village Court
Phone: (315) 637-8070

Geddes Town Court
Phone: (315) 468-3613 ext. 5

Jordan Village Court
Phone: (315) 689-7350

LaFayette Town Court
Phone: (315) 677-9350

Liverpool Village Court
Phone: (315) 457-5379

Lysander Town Court
Phone: (315) 638-1308

Manlius Town Court
Phone: (315) 637-3251

Manlius Village Court
Phone: (315) 682-7245

Marcellus Town / Village Court
Phone: (315) 673-1773

Minoa Village Court
Phone: (315) 656-2203

North Syracuse Village Court
Phone: (315) 458-4695
Onondaga Town Court
Phone: (315) 469-1674

Pompey Town Court
Phone: (315) 682-1168

Salina Town Court
   Justice Carey
   Phone: (315) 457-4252 ext. 5

   Justice Piraino
   Phone: (315) 457-4251 ext. 4

Skaneateles Town / Village Court
Phone: (315) 685-5880

Solvay City / Village Court
Phone: (315) 468-1608

Tully Town / Village Court
Phone: (315) 696-5884

Van Buren Town Court
Phone: (315) 635-3523