

Attorney CAREERS *in the* COURTS

**Thursday, January 26, 2023
12:30PM-2PM**

**Sponsored by the
Franklin H. Williams Judicial
Commission, the Association of Law
Secretaries to Justices of Supreme
and Surrogates Court in the City of
New York and the Court Attorneys
Association of the City of New York**



ATTORNEY CAREERS IN THE COURTS

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AGENDA

Welcome

Hon. Joanne D. Quiñones

Judge, New York State Court of Claims
Chair, Franklin H. Williams Judicial Mentoring Program

Moderators

Hon. Austin L. D'Souza

Judge, New York City Civil Court (Kings County)
FHW Commissioner

Lauren A. Jones, Esq.

Associate General Counsel, Consolidated Edison
FHW Commissioner

Session 1: Court Attorney Session
Panelists

Kemar Hermitt, Esq.

Principal Law Clerk to Honorable Craig S. Walker, Presiding Justice
of Kings County Supreme Court Youth Part

Janet Kim, Esq.

Principal Court Attorney to the Hon. Bruna L. DiBiase
Acting Supreme Court Justice, Queens County, Criminal Term

Jeanette Mercedes, Esq.

Associate Court Attorney and President of the
Court Attorneys Association of the City of New York

Justina Cintrón Perino, Esq.

Principal Law Clerk to Acting Supreme Court Justice
Kimberly A. O'Connor, Albany County

Oscar Quintero, Esq.

Principal Law Clerk for the Honorable Christine Clark
of the New York State Supreme Court
Appellate Division, Third Department

**Session 2: Support Magistrate/Special Referee/
Court Attorney Referee Session**

Panelists

Maritza Buitrago, Esq.

Support Magistrate, Monroe County Family Court

Darlene Jorif-Mangane, Esq.

Support Magistrate, Suffolk County Family Court

May Li, Esq.

Senior Product Counsel, Executive and Professional Lines,
North America at Berkshire Hathaway Specialty Insurance Company
Special Master, New York County

John A. Owens, Esq.

Court Attorney-Referee, New York County Supreme Court

Question and Answer Period

Closing Remarks

Nadine C. Johnson, Esq.

Chief of Staff and Principal Counsel to Administrative Judge
Hon. Desmond A. Green, Supreme Court, Richmond County
FHW Commissioner

BIOGRAPHIES



HONORABLE TROY K. WEBBER is a graduate of New York University School of Law. She has served as Assistant District Attorney in New York County; senior associate at medium- sized law firm; Deputy Bureau Chief at New York City Corporation Counsel; and Law Assistant to a State Supreme Court Justice.

Justice Webber was elected to the Civil Court, countywide in November 1993. She was thereafter elected to Supreme Court from New York County in November 2002 and assigned to Bronx Supreme Court, Criminal Division. Appointed Acting Surrogate New York County in January 2009. In February 2016, Justice Webber was appointed to the Appellate Division First Department.

Justice Webber is an adjunct professor at Monroe College.

She is a member of the Metropolitan Black Bar Association, the Association of Woman Judges, The

Judicial Friends, the New York County Lawyers Association as well as serves as Co-Chair of the Franklin H. Williams Judicial Commission. She serves on the New York State Advisory Committee on Judicial Ethics, the Advisory Committee on Criminal Law and Procedure and the National Courts and Sciences Institute Covid 19 Initiative. She also serves on the Alumni Board of Directors for New York University School of Law.

Justice Webber mentors students who attend NYU Law School, the City University of New York, John Jay College of Criminal Justice as well as Fordham University School of law.

She has also participated in the Thurgood Marshall Mock Trial Program which encourages Bronx middle and high school students to pursue a legal career, as well as the moot court programs sponsored by New York University School of Law and New York Law School.



HONORABLE RICHARD RIVERA is Acting Supreme Court Justice, 3rd J.D., and Supervising Family Court Judge, 3rd J.D. Judge Rivera is a graduate of Colgate University and Albany Law School. His legal career began as an associate counsel for the Law Office of Gaspar M. Castillo, Esq., where he represented litigants in local, city and town courts, handling criminal matters, traffic violations and appeals. It wasn't until he became staff counsel for the Albany Law School Family Violence Clinic that his career in Family Court began. As staff counsel, Judge Rivera represented victims of domestic violence with all matters pertaining to orders of protection, custody, and support. Judge Rivera also served as an Attorney for Children in both Albany and Rensselaer counties; Assistant Conflict Defender representing litigants in family and criminal courts; Assistant County Attorney, prosecuting Juvenile Delinquents and PINS and as a Support Magistrate.

In November 2014, Judge Rivera was elected to a 10-year term in Albany County Family Court, becoming the first Person of Color elected to a Countywide Bench and the first Latino elected to any Bench in the entire Third Judicial District. On February 27, 2017, Judge Rivera was appointed to preside over the newly created Domestic Violence Part at the Albany County Family Court. Judge Rivera also presides over the Albany County Youth Part since its creation in 2018 pursuant to the Raise the Age legislation.

On January 1, 2019, Judge Rivera was designated Acting Supreme Court Justice for the 3rd Judicial District and was named as the first Supervising Judge for Domestic Violence Courts and Mentor Courts in the District. In 2019, Judge Rivera was also appointed to the Board of Advisors of the National Consortium on Racial & Ethnic Fairness in the Courts. Effective January 1, 2022, Judge Rivera was appointed Supervising Family Court Judge to the 3rd Judicial District becoming the first person of color to hold that position.

On February 22, 2022, NYS Chief Judge Janet DiFiore appointed Judge Rivera, Co-Chair of the Franklin H. Williams Judicial Commission, established to develop programs to improve the perception of fairness within the Court system and to ensure equal justice in New York State.

Judge Rivera is a member of the New York State Bar Association, Albany County Bar Association, the Capital District Black and Hispanic Bar Association, the Puerto Rican Bar Association, the Hispanic National Bar Association, the Latino Judges Association, the Judicial Friends, and the New York State Family Court Judges Association.



HONORABLE JOANNE D. QUIÑONES was born and raised in the Bushwick section of Brooklyn. Judge Quiñones was first appointed to the bench in 2010. She currently serves as a Court of Claims Judge and as an Acting Justice of the Supreme Court in Kings County, where she handles both criminal and matrimonial matters. Prior to becoming a judge, she served for ten years as a court attorney in Supreme, Civil and Criminal Courts. She also previously served as a Staff Attorney with the Criminal Defense Division of The Legal Aid Society.

Judge Quiñones is an active member of numerous bar associations and legal organizations. She currently serves as the Presiding Member of the Judicial Section of the New York State Bar Association, the first Latina to hold the position since the section was organized in 1924. She is a Past President of the Latino Judges Association and the Brooklyn Women's Bar Association and remains an

active member of their boards. She also serves on the boards of the National Association of Women Judges - NY Chapter (Vice President, Second Department) and the Women's Bar Association of the State of New York (Delegate). In December 2015, Judge Quiñones was appointed by Chief Judge Jonathan Lippman to the Franklin H. Williams Judicial Commission, which is tasked with promoting racial and ethnic fairness in the courts. In November 2020, she was appointed by Chief Administrative Judge Lawrence K. Marks to the Advisory Committee on Judicial Ethics, which provides ethics advice to judges. In December 2021, she was appointed Chair of the Second Judicial District's Equal Justice Committee, which is dedicated to ensuring the fair and equitable treatment of all court users, including litigants, court staff and the general public.

A champion of mentoring programs, Judge Quiñones chairs the Franklin H. Williams Commission's Judicial Mentor Program and also the Brooklyn Bar Association's Mentorship Committee. Every year Judge Quiñones takes on scores of young people as interns and mentees, who are affectionately referred to as "Camp Quiñones." She is a frequent speaker on the issues of diversity, inclusion and elimination of bias and has presented on the issue of implicit bias to several organizations including the Women's Bar Association of the State of New York, the New York City Civil Court Judges Association, the New York State Association of Disciplinary Attorneys and at the 2022 New York State Judicial Institute's New Judges Seminar.

Judge Quiñones is a graduate of Brown University and Fordham University School of Law, where she was a Louis Stein Scholar in Public Interest Law and Ethics.

Moderators

**Hon. Austin L. D'Souza, Judge, New York City Civil Court
FHW Commissioner**

**Lauren A. Jones, Esq., Associate General Counsel, Consolidated Edison
FHW Commissioner**



HONORABLE L. AUSTIN D'SOUZA was elected to New York City Civil Court (New York County) on November 8, 2022, and was appointed to serve in Kings County Civil Court beginning January 2023.

Judge D'Souza has dedicated his entire career to public service. Before his election to the bench, he served as a Principal Law Clerk at the New York Court of Claims, a court of exclusive jurisdiction over claims against the State of New York. As a law clerk, he drafted hundreds of judicial decisions, mediated numerous settlements, handled countless conferences, assisted judges with bench trials in the Court of Claim and jury trials in Bronx County, Supreme Court, and mentored many law student interns.

In June of 2018, Chief Judge Janet DiFiore of the New York Court of Appeals appointed Judge D'Souza to the Franklin H. Williams Judicial Commission. The Commission leads the judiciary's effort to promote equal participation and equal justice for persons of color in the court system.

In 2021, as a Commissioner of the Williams Commission, Judge D'Souza spearheaded the relaunch of the New York County Special Masters Program. The relaunched Program is a partnership between the Williams Commission, the New York County Lawyers Association, and the New York State Unified Court System and focuses on creating a pipeline for attorneys of color and other underrepresented attorneys to volunteer in the Supreme Court, New York County (Civil Division) and inspire them to become judges. In 2022, Judge D'Souza helped expand the Special Masters Program to Supreme Court, Bronx County (Civil Division).

Judge D'Souza began his legal career as an Assistant Corporation Counsel with the New York City Law Department and rose to the rank of Senior Counsel. As a lead trial attorney, he was responsible for litigating some of the City's most complex, high exposure jury trials in New York County, Supreme Court. Judge D'Souza also served on the Committee on Diversity Recruitment and Retention, where he helped recruit diverse lawyers from underrepresented communities to the Law Department.

Judge D'Souza is a leader of a number of bar associations. He currently serves as Immediate Past President of South Asian Bar Association of New York (SABANY) and previously served as President. As SABANY President, he led a team of executive officers and oversaw the day-to-day operations of the entire bar association. In June 2022, Judge D'Souza was appointed to the New York State Bar Association's House of Delegates, the governing body of the State Bar, to vote on reports, policy recommendations, and rules for the organization. He also serves as a Director on the Board of Directors of the New York County Lawyers Association (NYCLA), where, among other things, he serves as a Committee Liaison to the Lesbian, Gay, Bisexual and Transgender Issues Committee. Judge D'Souza is the chairperson of the New York City Bar Association's Disability Law Committee's Law School Outreach subcommittee. Since 2019, Judge D'Souza has served on the New York Law School Association Board of Directors. He also is an active member of the Asian American Bar Association of New York (AABANY), the Metropolitan Black Bar Association of New York (MBBA), and the New York Women's Bar Association (NYWBA).

Before law school, Judge D'Souza worked for the Governor of Washington State and then as a public finance consultant in California. He earned his law degree from New York Law School, where he served as an Executive Board member of the Moot Court Association. He also earned a master's degree from the London School of Economics and a bachelor's degree from Stony Brook University, where he graduated cum laude and was elected by the faculty to the Phi Beta Kappa honor society.



LAUREN A. JONES, ESQ., is an Associate General Counsel of Consolidated Edison. In that role, Ms. Jones leads the General Litigation team, which handles roughly 2,400 personal injury and property damage cases with a strategic mix of in-house and external counsel. Prior to joining Con Ed, Ms. Jones spent six years with the New York State Unified Court System. Most recently, as ADR Coordinator for New York City Surrogates' Courts, she initiated, developed and implemented ADR programs across New York City, resulting in a "first of its kind" program in many courts. Ms. Jones is also a trained mediator, with nearly 200 hours of experience. Her work in this role was recently acknowledged by the Metropolitan Black Bar Association who bestowed Ms. Jones with the President's Award in 2022. Most recently, Ms. Jones was selected to be a 2023 Leadership Council on Legal Diversity (LCLD) Fellow.

Immediately preceding this role, Ms. Jones was a Principal Court Attorney in New York County Supreme Court's Commercial Division (first, for Hon. Eileen Bransten and then, upon her retirement, with Hon. Joel M. Cohen) where she organized and lead Chambers staff. She also drafted hundreds of judicial opinions and routinely mediated and conferenced cases as well as fielded discovery disputes with litigants. In 2018, Ms. Jones was appointed to the Franklin H. Williams Commission, a permanent New York State Commission created to ensure racial fairness throughout the Courts, by Chief Judge Janet DiFiore. In 2017, Ms. Jones was awarded the Chief Judge Judith Kaye Award/Scholarship for excellence by the Commercial and Federal Litigation Section of the New York State Bar Association.

Prior to joining the New York State court system, Ms. Jones was a litigation partner at Lewis Brisbois LLP where she was named a Super Lawyers Rising Star each year and a Top Woman Lawyer. Prior to that, Ms. Jones worked as a Medical Malpractice defense lawyer as well as a Personal Injury plaintiff's lawyer. She looks forward to bringing her varied experiences as a litigator, court attorney and mediator to her new role.

In her spare time, Ms. Jones enjoys traveling with her family, working out and trying new restaurants with friends.

Ms. Jones obtained her BA from Duke University and her JD from Brooklyn Law School. She resides in Brooklyn with her husband and two daughters. Ms. Jones often serves as a moderator, panelist, speaker and author on dispute resolution, litigation management and best practice in state courts.

Session One: Court Attorney Session

Panelists

Kemar Hermitt, Esq.

Principal Law Clerk to Honorable Craig S. Walker,
Presiding Justice of Kings County Supreme Court Youth Part

Janet Kim, Esq.

Principal Court Attorney to the Hon. Bruna L. DiBiase
Acting Supreme Court Justice, Queens County, Criminal Term

Jeanette Mercedes, Esq.

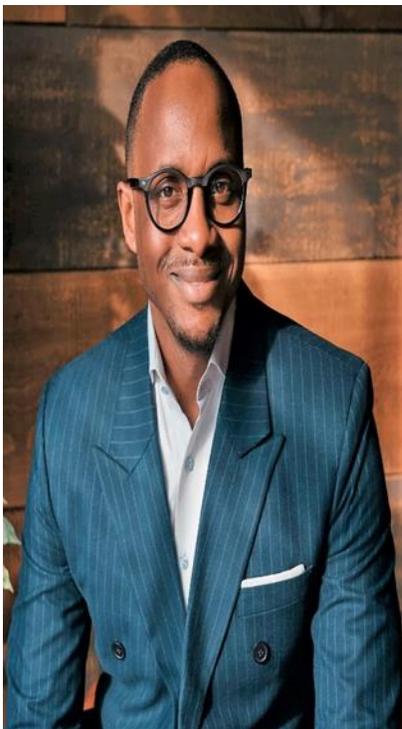
Associate Court Attorney and President of the
Court Attorneys Association of the City of New York

Justina Cintrón Perino, Esq.

Principal Law Clerk to Acting Supreme Court Justice
Kimberly A. O'Connor, Albany County

Oscar Quintero, Esq.

Principal Law Clerk for the Honorable Christine Clark
of the New York State Supreme Court,
Appellate Division, Third Department



KEMAR A. HERMITT, ESQ. is the Principal Law Clerk to Honorable Craig S. Walker, Presiding Justice of Kings County Supreme Court Youth Part. The Youth Part is a hybrid of Family Court and Criminal Court and hears the cases of juvenile and adolescent offenders charged with felony offenses. As a law clerk, Mr. Hermitt has researched and drafted hundreds of judicial decisions and orders on the newly enacted Raise the Age Legislation. Mr. Hermitt conferences cases and assists Justice Walker with suppression hearings and bench trials. Mr. Hermitt also organizes quarterly stakeholder meetings and acts as a liaison between the court and various community partners.

Prior to working in the Youth Part, Mr. Hermitt served as a Court Attorney in Kings County Criminal Court, where he assisted with the formation and operation of the Misdemeanor Veteran Treatment Court, the first of its kind in New York State, and the Young Adult Part, which is dedicated to utilizing community-based programs to treat and divert the young adult (16-24) population. In this role, Mr. Hermitt researched and drafted judicial decisions and orders on misdemeanor cases. He also acted as a liaison between the court and the treatment providers, met regularly with stakeholders, and supervised judicial interns.

Mr. Hermitt has worked as Volunteer Law Clerk in Kings County Supreme Court - Civil Term, Matrimonial Part, where he researched and drafted orders on equitable division, custody, visitation, and maintenance. Mr. Hermitt has also served as a Volunteer Attorney for Queens Legal Services Corporation (QLS), where he worked in the Tax, Unemployment Benefits, and Consumer Protection Units. In 2012, Mr. Hermitt received the Legal Services New York City Pro Bono Attorney Award for his work with QLS.

Mr. Hermitt graduated *magna cum laude* with a Bachelor of Arts, in Political Science and History from SUNY Stony Brook University. He earned his law degree from the Benjamin N. Cardozo Law School, where he was a Beatrice Potter Scholar and Articles Editor for the Cardozo Public Law, Policy & Ethics Journal. He is a proud member of the Phi Beta Kappa Honor Society.



JANET KIM, ESQ., is Principal Court Attorney to the Honorable Bruna L. DiBiase, Acting Justice of the Supreme Court of the State of New York, Criminal Term, who currently presides in the Youth Part in Queens County. Ms. Kim first joined the New York State Unified Court System before becoming an attorney, as a Senior Court Analyst in the Office of the Deputy Chief Administrative Judge for Court Operations and Planning. She returned as a legal extern in the Office of the Chief of Policy and Planning, and again as an attorney, serving as court attorney to Judge DiBiase, who was then a judge of the New York City Criminal Court in Queens County.

Prior to becoming a court attorney, Ms. Kim began her legal career at the New York City Law Department as an Assistant Corporation Counsel, first joining the Family Court Division where she investigated and prosecuted misdemeanor and felony juvenile delinquency matters. She later joined the Administrative Law Division, where she represented New York City and its agencies in civil litigation involving challenges to the City's regulatory laws and to agency determinations in administering and enforcing those regulations.

Ms. Kim also currently serves as a union representative for the Citywide Association of Law Assistants of the Civil, Criminal and Family Courts in the City of New York. She graduated *magna cum laude* from Brandeis University and later received her J.D. from Cornell Law School.



JEANETTE MERCEDES, ESQ., is an Associate Court Attorney and was elected President of the Court Attorneys Association of the City of New York in February of 2020. The union represents Court Attorneys and Referees in Supreme Court and Surrogate's Court, as well as Referees in Family Court.

Ms. Mercedes has been with the Unified Court System for 24 years and started her career by working for the Administrative Judge in Kings County, Supreme Court. Ms. Mercedes was appointed by the Chief Administrative Judge as a Special Referee for Matrimonial Matters. After five years with the Administrative Judge, she was assigned to the Law Department in Kings County, Supreme Court.

Ms. Mercedes' duties have included conferencing discovery cases in the Intake/CCP Part, drafting decisions and orders in the Guardianship Department, and drafting civil and criminal motion decisions. Ms. Mercedes serves on various committees such as the Employee of the Year Committee and ran the Summer Judicial Internship Program for many years. Prior to her employment with the Unified Court System, Ms. Mercedes was an associate at Renner & Associates where she handled civil and criminal matters.



JUSTINA CINTRÓN PERINO, ESQ., is Principal Law Clerk to Acting Supreme Court Justice Kimberly A. O'Connor in Albany County. She has served in this capacity since February 2007. Prior to joining Judge O'Connor, she served as Emergency Law Clerk to U.S. Magistrate Judge Randolph F. Treece in the United States District Court, Northern District of New York and worked as a Senior Staff Attorney at the Government Law Center of Albany Law School.

Justina earned a B.A. in Political Science, magna cum laude, from Boston College in 1997 and her J.D. from Albany Law School in 2000, where she spent two semesters interning with Supreme Court Justice Thomas W. Keegan.

She is admitted to practice in the State of New York (2000) and before the United States Supreme Court (2007).



OSCAR QUINTERO, ESQ., is the Principal Law Clerk for the Honorable Christine Clark of the New York State Supreme Court, Appellate Division, Third Department. Prior to working for Justice Clark, Oscar spent four and a half years as Principal Court Attorney for Schenectady County Family Court Judge Mark Blanchfield, drafting decisions in some of the toughest cases that come before the courts. Before that, Oscar was an Appellate Court Attorney for the Third Department, researching cases and drafting reports for the judges as part of their central staff.

Oscar's legal career began in Florida, where he grew up and eventually attended St. Thomas University School of Law. While in law school, Oscar completed an externship at the Florida Supreme Court with Justice Peggy Quince and he served as a research assistant and an active learning instructor for Dean Tamara Lawson, among other things

After graduating law school in 2016, Oscar moved to upstate New York to continue his legal career and has not yet adapted to a life with snow. He currently lives in Schenectady where he enjoys long walks his adorable Shiba Inu, Wolfy, by the Mohawk River near their home.

**Session 2: Support Magistrate/Special Referee/Court
Attorney Referee Session
Panelists**

Maritza Buitrago, Esq.

Support Magistrate, Monroe County Family Court

Darlene Jorif-Mangane, Esq.

Support Magistrate, Suffolk County Family Court

May Li, Esq.

Senior Product Counsel, Executive and Professional Lines,
North America at Berkshire Hathaway Specialty Insurance Company
Special Master, New York County

John A. Owens, Esq.

Court Attorney-Referee, New York County Supreme Court



MARITZA BUITRAGO, ESQ. works as a Support Magistrate for the Unified Court System since October 2018. She began practicing law in 1999 at the Legal Aid Society, where she represented clients in family offenses and matrimonial cases. In 2000, she joined the criminal defense section at the Monroe County Public Defender's office. In 2008, Ms. Buitrago was appointed to serve as an Assistant Attorney General in the Rochester Regional Office. Her devotion to representing families in need led her to return to the Family Court section of the Monroe County Public Defender's office from 2009 to 2018.

Ms. Buitrago moved to Rochester, New York, more than three decades ago as a recipient of the Alumni and the AHORA Scholarship for Hispanic students. She earned her Bachelors of Arts in Political Science and History and her Masters Degree in Teaching at the University of Rochester and obtained her Juris Doctor degree from SUNY at Buffalo School of Law. Following a family tradition of

public service, Ms. Buitrago has taught Social Studies in the Rochester City School District and Spanish at the University of Rochester as well as interned with the Rochester City Council.

Ms. Buitrago is the first Latina who ran for Monroe County Family Court Judge. Her commitment to working with the underprivileged has earned the admiration of those in the community. She was named among the Daily Record and the Rochester Business Journal's 2022 Legal Excellence Award Leaders in Law. In November 2019, Latinas Unidas honored her with their Reconocimiento Award for Professional Achievement. In October 2017, the New York State Defender's Association granted her the Excellence in Indigent Adult Representation in Family Court award. In March 2016, the New York State Assembly Puerto Rican/Hispanic Task Force recognized her with the Somos El Futuro Award. In 2014, the Daily Record awarded her the Excellence in Law Unsung Legal Hero Award.

Ms. Buitrago has served in a wide array of community organizations such as the Alzheimer's Association Rochester & Finger Lakes Region Advisory Board, ACT for the Children Board, IBERO American Action League Board, La Cumbre, and Rotary Club. She is a member of the Greater Rochester Association for Women Attorneys, the Hispanic National Bar Association, the Monroe County Bar Association, the Rochester Black Bar Association, and the Women's Bar Association of the State of New York. She is also a caregiver for her father, who has Alzheimer's disease and moved to Rochester after hurricane Maria.



DARLENE JORIF-MANGANE, ESQ., is a 1993 graduate of New York University School of Law. From 1993 to 1996 she was a staff attorney at the Legal Aid Society Juvenile Rights Division. Upon leaving the Legal Aid Society, Ms. Jorif-Mangane served as a Project Director at the Vera Institute of Justice and the Correctional Association of New York where she engaged in program development for juvenile delinquents and legislative advocacy on juvenile justice issues. She then returned to the Legal Aid Society Juvenile Rights Division as an Assistant Attorney-In-Charge providing leadership and supervision to the Delinquency Team.

Ms. Jorif-Mangane entered the New York City Teaching Fellows Program in 2001 and taught social studies and gym at a South Bronx junior high school. Ms. Jorif-Mangane next served as Director of Operations at the Bridges Juvenile Detention Center. After leaving the Bridges Juvenile Detention Center, Ms. Jorif-Mangane worked as the supervising attorney for the Civil Unit of the Neighborhood Defender Service of Harlem where she represented clients in civil cases collateral to criminal cases. She joined the Center for Family Representation as a Litigation Supervisor in August of 2008 where she supervised and trained attorneys, as well as litigated child protective cases in Queens and Manhattan Family Courts.

Ms. Jorif-Mangane currently sits as a Support Magistrate in Suffolk County Family Court. Ms. Jorif-Mangane received her B.A. from SUNY at Stony Brook with a focus in Child and Family and Socio-legal studies.



MAY LI, ESQ., is currently a Senior Product Counsel, Executive and Professional Lines, North America at Berkshire Hathaway Specialty Insurance Company where she provides legal counsel with respect to Directors & Officers, Employment Practices Liability, Fiduciary, Crime, and Financial Institutions Errors or Omissions and Cyber insurance products.

May was previously a Senior Underwriting Product Counsel with Zurich North America's Management Liability Group. Prior to Zurich, May was a claims and coverage attorney for five years with the Coverage Counsel and Professional Liability Group at Wilson, Elser, Moskowitz, Edelman & Dicker, LLP where she represented management liability

and professional liability insurers. At Wilson Elser, May issued many coverage opinions, negotiated numerous settlements, collaborated with local defense counsel in litigation and resolution strategy, and attended numerous mediations virtually and in person. In August 2020, May was selected to be included in the inaugural edition of Best Lawyers Ones to Watch and recognized in the area of insurance law. May was also a former associate attorney at Shaub, Ahmuty, Citrin & Spratt, LLP where she litigated medical malpractice claims. Prior to law school, May was a Directors & Officers Claim Adjuster with AIG Financial Lines Claims for three years where she managed 200 to 250 matters and received the 2009 4th Quarter Recognition Award.

In addition to professional commitments, May is also very involved in community service and advancing the bar. In March 2021, May was approved to be a Financial Industry Regulatory Authority (FINRA) Arbitrator and to be on the New York County Lawyers Association's (NYCLA) Part 137 Fee Dispute Resolution neutral roster. May also volunteers as a Special Master in New York Supreme Court, New York County for Acting Justice Gerald Lebovits as part of a joint program run by NYCLA, the Franklin H. Williams Commission, and the Unified Court System. May is actively involved with the American Bar Association's Business Law Section and Torts Insurance & Trial Practice Section. She is currently an editor for the ABA Torts, Insurance & Trial Practice Law Journal's Editorial Board. May is the Vice-Chair of the ADR Committee of the Asian American Bar Association of New York. Most recently, May became a member of the NYC Bar Association's ADR Committee and a new board member of the ADR Inclusion Network.

May received her B.A. from Boston College and J.D. from Indiana University Robert H. McKinney School of Law. May enjoys serving in the community through volunteer work, mentoring students, and as the Vice President on the IU McKinney School of Law's Alumni Board of Directors and as an executive board member for Love Guatemala, a faith-based non-profit organization involved with providing vocational skills and transforming the lives of the Guatemalan community.



JOHN OWENS, JR., ESQ., serves as a Court Attorney-Referee. In this role, John conducts hearings, takes testimony, and reports findings to the judge. Prior to this appointment, John served as a Principal Law Clerk to a Justice of the New York State Supreme Court. John served as Acting Deputy General Counsel at the New York City Board of Elections, where he provided legal advice to the Commissioners of Elections and senior agency officials on a wide range of matters relating to ballot access and the administration of elections. John began his legal career as an Assistant District Attorney in the Bronx County District Attorney's Office.

John has served as chair of the New York City Bar Association's New York City Affairs Committee and the New York State Bar Association's General Practice Section. John is a member of the Board of Directors for the Fordham Law Alumni Association. John serves as an Adjunct Professor of Law at Fordham University School of Law.

John received his J.D. from Fordham University School of Law and earned a B.S. in criminal justice (cum laude) and an M.A. in sociology from St. John's University. John was admitted to practice in New York [Appellate Division, First Department] in 2005. He is admitted to practice in the U.S. Supreme Court and the U.S. District Courts for the Southern and Eastern Districts of New York.

REFERENCE MATERIALS

***Title Standards –
Court Attorney
Senior Court Attorney
Associate Court Attorney
Principal Court Attorney
Principal Law Clerk to Judge
Court Attorney Referee
Support Magistrate***

Application for Support Magistrate

***Listing of Attorney Careers in
the New York State Court System***

UCS-5 Form

Summary: Court Attorney

Budget Information

Title Name:	Court Attorney
Job Code:	014336
Salary Grade:	23
Jurisdictional Classification:	NCCF

Human Resources Information

Title Code:	9443375
Full Title Name:	COURT ATTORNEY
Effective Date:	04/19/2018

Distinguishing Features of Work

Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial court or on appeal to certain County Courts. They serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000. Court Attorneys also perform other related duties.

Typical Duties

Researches and analyzes legal questions and issues.

Writes confidential legal memoranda.

Drafts confidential opinions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions; legal terminology, and forms.

Knowledge of trial and hearing procedures.

Ability to write clear and concise prose.

Ability to organize factual and legal data into clear and logical sequences.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to communicate orally in a clear and succinct manner.

Ability to interpret laws, rules and regulations.

Ability to effectively follow direction or communication.

Ability to handle sensitive matters on a confidential basis.

Qualifications

Admission to the New York State Bar;

or

Graduation from an accredited law school and admission to the New York State Bar within 18 months of appointment.

Summary: Senior Court Attorney

Budget Information

Title Name: **Senior Court Attorney**
 Job Code: **014338**
 Salary Grade: **26**
 Jurisdictional Classification: **NCCF**

Human Resources Information

Title Code: **9443377**
 Full Title Name: **SENIOR COURT ATTORNEY**
 Effective Date: **04/19/2018**

Distinguishing Features of Work

Senior Court Attorneys research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

Typical Duties

Researches and analyzes complex legal questions and issues.
 Writes confidential legal memoranda.
 Drafts confidential opinions.
 Confers with judges and lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms.
 Knowledge of trial and hearing procedures.
 Ability to write clear and concise prose.
 Ability to organize factual and legal data into clear and logical sequences.
 Ability to analyze legal issues and identify relevant case opinions and facts.
 Ability to communicate orally in a clear and succinct manner and to communicate technical language to laypeople.
 Ability to interpret laws, rules, and regulations.
 Ability to establish work priorities.
 Ability to work independently.
 Ability to handle sensitive matters on a confidential basis.

Qualifications

Admission to the New York State Bar;
 and
 Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

Summary: Associate Court Attorney

Budget Information

Title Name: **Associate Court Attorney**
 Job Code: **014339**
 Salary Grade: **30**
 Jurisdictional Classification: **NCCF**

Human Resources Information

Title Code: **9443378**
 Full Title Name: **ASSOCIATE COURT ATTORNEY**
 Effective Date: **04/19/2018**

Distinguishing Features of Work

Associate Court Attorneys research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

Typical Duties

Researches and analyzes complex legal questions and issues.
 Writes confidential legal memoranda.
 Drafts confidential opinions.
 Confers with judges and lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms.
 Knowledge of trial and hearing procedures.
 Ability to write clear and concise prose.
 Ability to organize factual and legal data into clear and logical sequences.
 Ability to analyze legal issues and identify relevant case opinions and facts.
 Ability to communicate orally in a clear and succinct manner and to communicate technical language to laypeople.
 Ability to interpret laws, rules, and regulations.
 Ability to establish work priorities.
 Ability to work independently.
 Ability to handle sensitive matters on a confidential basis.

Qualifications

Admission to the New York State Bar;
 and
 Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

Summary: Principal Court Attorney

Budget Information

Title Name: **Principal Court Attorney**
 Job Code: **014340**
 Salary Grade: **31**
 Jurisdictional Classification: **NCCF**

Human Resources Information

Title Code: **9443379**
 Full Title Name: **PRINCIPAL COURT ATTORNEY**
 Effective Date: **12/01/2005**

Distinguishing Features of Work

Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

Typical Duties

Screens candidates, hires new employees, assigns personnel to specific courts or court office units, evaluates their work and approves promotions.
 Assists in the formulation and implementation of administrative and substantive policy.
 Makes suggestions to judges for improving court operations.
 Researches and analyzes complex legal questions and issues.
 Writes confidential legal memoranda.
 Drafts confidential opinions.
 Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms.
 Knowledge of trial and hearing procedures.
 Ability to write clear and concise prose.
 Ability to organize factual and legal data into clear and logical sequences.
 Ability to handle sensitive matters on a confidential basis.
 Ability to analyze legal issues and identify relevant case opinions and facts.
 Ability to communicate orally in a clear and succinct manner and to communicate technical language to laypeople.
 Ability to interpret laws, rules and regulations.
 Ability to establish work priorities.
 Ability to analyze and solve problems.
 Ability to train, supervise, and coordinate the activities of a subordinate staff.
 Ability to evaluate staff performance against job requirements.
 Ability to assess the probative value of legal facts and evidence.

Qualifications

Admission to the New York State Bar;
 and
 Three (3) years of service in the Associate Court Attorney title;
 or
 Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

Summary: Principal Law Clerk to Judge

Budget Information

Title Name: **Principal Law Clerk to Judge**
 Job Code: **014286**
 Salary Grade: **31**
 Jurisdictional Classification: **EXCF**

Human Resources Information

Title Code: **9443277**
 Full Title Name: **PRINCIPAL LAW CLERK TO JUDGE**
 Effective Date: **01/28/2013**

Distinguishing Features of Work

Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

Typical Duties

Researches and analyzes legal questions and issues and prepares memoranda with recommendations.
 Drafts opinions, decisions, orders, jury charges, correspondence, and other written material.
 Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.
 Reviews and verifies citations.
 Confers with and advises judge on legal issues.
 Arranges judge's calendar and schedules meetings and conferences.
 Conducts conferences with litigants and other parties to legal actions to clarify issues to be resolved or to settle cases.
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Ability to write clear and concise prose.
 Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions; legal terminology and forms.
 Knowledge of trial and hearing procedures.
 Ability to organize factual and legal data into clear and logical sequence.
 Ability to handle sensitive matters on a confidential basis.
 Ability to read and comprehend complex legal and other technical data.
 Ability to analyze legal issues and identify relevant case opinions and facts.
 Ability to communicate orally in a clear and succinct manner and to communicate technical language to laypeople.
 Ability to interpret laws, rules and regulations.
 Ability to establish work priorities.
 Ability to work independently.
 Knowledge of interviewing techniques.

Qualifications

Admission to the New York State Bar;
 and
 Two (2) years of service in the Associate Law Clerk to Judge title;
 or
 Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

Summary: Court Attorney Referee

Budget Information

Title Name: **Court Attorney Referee**
 Job Code: **014342**
 Salary Grade: **31**
 Jurisdictional Classification: **NCCF**

Human Resources Information

Title Code: **9443381**
 Full Title Name: **COURT ATTORNEY-REFEREE**
 Effective Date: **05/01/1990**

Distinguishing Features of Work

Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

Typical Duties

Conducts hearings, swears witnesses, takes testimony and reports findings of facts to judge.
 Researches and analyzes complex legal questions and issues.
 Writes confidential legal memoranda.
 Drafts confidential opinions.
 Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms.
 Knowledge of trial and hearing procedures.
 Ability to write clear and concise prose.
 Ability to organize factual and legal data into clear and logical sequences.
 Ability to analyze legal issues and identify relevant case opinions and facts.
 Ability to communicate orally in a clear and succinct manner and to communicate technical language to laypeople.
 Ability to interpret laws, rules, and regulations.
 Ability to establish work priorities.
 Ability to work independently.
 Ability to handle sensitive matters on a confidential basis.

Qualifications

Admission to the New York State Bar;
 and
 Three years of service in the Associate Court Attorney title;
 or
 Eight years of relevant legal experience gained after admission to the New York State Bar.

Summary: Support Magistrate**Budget Information**

Title Name: **Support Magistrate**
 Job Code: **018727**
 Salary Grade: **31**
 Jurisdictional Classification: **EXCF**

Human Resources Information

Title Code: **9443485**
 Full Title Name: **SUPPORT MAGISTRATE**
 Effective Date: **01/11/2011**

Distinguishing Features of Work

Support Magistrates work under the direction of the Chief and Deputy Chief Family Court Magistrate concerning adherence to training, standards and administrative support. Under the general direction of an Administrative Judge, Support Magistrates serve in a confidential capacity and are responsible for conducting initial formal hearings to determine support proceedings, proceedings to determine paternity, and other matters within their authority, as defined by Section 439 of the Family Court Act. They conduct hearings, determine questions of fact and law, prepare findings of fact, and issue binding orders. They serve in a confidential quasi-judicial capacity for a term of three years, and may be reappointed for subsequent terms.

Typical Duties

Conducts hearings, rules on motions, examines witnesses, instructs parties as to their rights, and rules on the admissibility of evidence.

Researches and analyzes complex legal issues.

Confers with attorneys on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.

Evaluates testimony and evidence, makes findings of fact and conclusions of law, and prepares detailed written decisions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

Knowledge, Skills, and Abilities

Knowledge of state and federal laws governing support and paternity proceedings, civil and criminal practice, the New York State and Federal Constitutions, administrative law, legal terminology, and forms.

Knowledge of Family Court rules, procedures, and programs.

Knowledge of trial and hearing procedures.

Ability to write clear and concise prose.

Ability to organize factual and legal material into clear and logical sequences.

Ability to analyze legal issues and identify relevant case law and facts.

Ability to communicate orally in a clear and succinct manner and to explain technical language to laypeople.

Ability to interpret laws, rules, and regulations.

Ability to establish work priorities.

Ability to work independently

Ability to handle sensitive matters on a confidential basis.

Qualifications

Five (5) years of relevant legal experience, three (3) of which must be in New York State, gained after admission to the New York State Bar;

or

An equivalent combination of education and experience.

APPLICATION FOR APPOINTMENT
AS FAMILY COURT SUPPORT MAGISTRATE

1. Counties in which you would be available to serve:

2. (a) Full Name:

(b) Have you ever been known by any other name? If so, specify name and year of change:

3. (a) Office Address:

(b) Office Telephone:

() -

4. (a) Home Address:

(b) Home Telephone:

() -

5. List in reverse chronological order all employment and periods of unemployment since graduation from law school. Continue on additional page, if necessary.

NAME OF FIRM/EMPLOYER:

ADDRESS:

NATURE OF EMPLOYMENT:

DATES INVOLVED (MONTH/YEAR):

REASON FOR LEAVING:

6. Have you ever been engaged, on your own account or with others, in any business or profession, part- or full-time, other than ones listed in answer to Question No. 4 above? If so, state:

TYPE OF BUSINESS OR PROFESSION:

NAME OF EMPLOYER:

ADDRESS:

DATES INVOLVED (MONTH/YEAR):

REASON FOR TERMINATION OF BUSINESS:

7. College and professional schools (other than law schools) attended:

SCHOOL:

STATE:

DEGREE:

HONORS:

DATES ATTENDED:

DATE OF GRADUATION:

8. Law schools attended:

SCHOOL

STATE:

DEGREE:

HONORS:

DATES ATTENDED:

--

DATE OF GRADUATION:

--

9. Other professional licenses or certificates held:

10. State all courts to which you are admitted to practice, together with dates of admission:

(a) New York State (give Judicial Department): _____

DATE OF ADMISSION:

(b) All other federal or state courts:

(c) Are you currently registered as an attorney pursuant to section 468a of the Judiciary Law?

11. State any areas of law in which you have specialized:

12. Have you written articles which have been published in legal, trade or other periodicals? If so, list title of article, and name and date of publications (attach copy of article, if available):

13. Has any action ever been taken against you by, or are any charges against you presently pending before a professional grievance or disciplinary body? If so, describe the nature of the charges or actions:

14. (a) Have you ever been convicted of any offense or crime other than a non-moving traffic violation, or have been cited for contempt of court (include proceedings in the Armed Forces)? If so, state the nature and outcome of the case:

(b) Are there any pending proceedings charging you with any offense or crime other than a non-moving violation? If so, state the nature of the charges and the stage of the proceedings:

15. Have you been involved as a party to any civil litigation, including legal malpractice? If so, state the nature and outcome of the case:

16. Are there any unsatisfied judgments outstanding against you? If so, give details:

17. Are you in default of any court order, including alimony or support decrees? If so, give details:

18. Have you timely filed all of your Federal, State and City income tax returns appropriate to your place of residence during the past seven years? If not, give details:

19. Evaluate your knowledge and/or experience with the following (indicate Excellent, Good, Fair, Little Knowledge):

- (a) Family Court Act: _____
- (b) Domestic Relations Law: _____
- (c) Social Services Law: _____
- (d) Federal Social Security Act: _____
- (e) Family Law: _____
- (f) Law of Evidence: _____
- (g) Financial Statements: _____

20. Explain, if necessary, any of your answers to Question No. 19:

21. How much time would you need to terminate your practice of law prior to appointment?

22. (a) Have you ever served in any of the following capacities? If so, list date(s) of service and titles:

Small Claims Arbitrator: _____

AAA Panel of Arbitrators: _____

Civil Court Settlement Panels: _____

Arbitration Mediator for City or State Agency, including Parking Violations Bureau:

Arbitrator named by disputants: _____

Court-martial Panels: _____

State or Federal Hearing Officer: _____

Judge or Justice of any court: _____

Law Clerk/Assistant to Judge/Justice: _____

(b) Have you ever served as a New York State Family Court Support Magistrate:? If so, list dates of service and county: _____

23. Attach a statement specifying the number of cases you have tried in the past ten years, the types of cases tried, the courts in which tried, and the names and citations of reported cases tried and appeals argued.

If any of the above cases were in the Family Court or Supreme Court, Matrimonial Part, state how many and in which counties. _____

24. Submit a list of five to ten of the most recent cases in which you have actively participated in any state or federal court at the trial or appellate levels, including the name of the case, the court where the case was heard, a brief description of the nature of the case, the date of the trial or oral argument, the name and address of your adversary/adversaries and the name of the judge who presided. For appellate cases, please submit one copy of your brief.

Indicate which of the cases, if any, are referred to in the answer to Question No. 23.

Dated: / /

(Signature)

INFORMATION AND PRIVACY WAIVER

I, _____ am informed that as part of a routine check to my background in connection with possible appointment to a position as a Support Magistrate in Family Court, the New York State Office of Court Administration may wish to make inquiries concerning me to various agencies of the Federal Government. Having been advised that information from the files of Federal agencies may be unavailable without my written consent due to the Privacy Act of 1974, 5 United States Code Section 552x, and the Freedom of Information Act, 5 U.S.C. Section 552, I hereby consent to inquiries concerning me by the office of Court Administration to any Federal agency and to the disclosure by such Federal agency of any information the agency may have pertaining to me with the exception of any material which is specifically exempt from disclosure by any Federal statute other than the Privacy Act of 1974 or the Freedom of Information Act.

(Signature)

Sworn to before me this _____ day of _____, 20

5/23/05

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Attorney Careers in the New York State Courts

Appellate Court Attorney	Deputy Counsel Family Law
Asc Court Attorney Trial Part	Employee Relations Attorney
Asc Court Atty TP Acting JSC	Exec Dir Brd of Law Examiners
Asc Employee Relations Atty	Exec Dir Brd of Law Examiners
Asc Law Clerk App Div Justice	Exec Dir Failla LGBTQ Comm
Assistant Attorney	Exec Dir Frank Williams Comm
Assistant Counsel	Exec Dir NYS Lawyer Asst Trust
Assistant Deputy Counsel	Exec Dir Perm Jud Comm Jsc Chl
Assistant Law Clerk	First Assistant Deputy Counsel
Associate Attorney	First Deputy Counsel
Associate Counsel	Law Clerk App Div Justice
Associate Court Attorney	Law Clerk to Chief Judge
Associate Law Clerk to Judge	Law Clerk to COA Judge
Asst Appellate Court Attorney	Law Clerk to Judge
Asst Dep Chf App Ct Atty 2nd	Law Examiner
Asst Dep Chief App Court Atty	Law Librarian
Ast Counsel NS*	Librarian Public App Law Lbr
Attorney	OCA Executive Director
Attorney NS	Principal Attorney
Atty Board of Law Examiners	Principal Court Attorney
Chf Appellate Ct Attorney 1st	Principal Court Attorney COA
Chf Appellate Ct Attorney 2nd	Principal Law Clerk to Judge
Chf Appellate Ct Attorney 4th	Principal Law Librarian
Chf Atty Grievance Commission	Principal Law Librarian, COA
Chief App Court Attorney 3rd	Prn Appellate Court Attorney
Chief Attorney	Prn Court Atty TP Acting JSC
Chief Atty Grievance Comm 1st	Prn Employee Relations Atty
Chief Court Attorney	Prn Law Clerk App Div Justice
Chief Court Attorney COA	Prn Law Clerk NYC Family Ct
Chief Ct Attorney App Term 1st	Prn Law Clerk to Chief Judge
Chief Ct Attorney App Term 2nd	Prn Law Clerk to COA Judge
Chief Law Librarian	Senior Assistant Counsel
Chief Legal Reference Atty COA	Senior Attorney
Chief MHLS Attorney	Senior Counsel
Commercial Division Law Clerk	Senior Court Attorney

Attorney Careers in the New York State Courts (continued)

Counsel	Senior Court Attorney COA
Counsel and Dep Dir NYS BOLE	Senior Law Clerk App Div Judge
Counsel NYS Continuing Ed Brd	Senior Law Clerk to COA Judge
Counsel to Chief Judge NYS	Senior Law Clerk to Judge
Counsel to County Clerk	Senior Law Examiner
Counsel to the Chief Judge COA	Senior Law Librarian
Counsl Com Character & Fitness	Senior Law Librarian, COA
Court Attorney	Snr Appellate Court Attorney
Court Attorney (TP/Act Jsc) PT	Snr Atty Brd of Law Examiners
Court Attorney COA	Snr Court Attorney Trial Part
Court Attorney Referee	Snr Court Atty TP Acting JSC
Court Attorney Trial Part	Snr Dep Chief Court Atty COA
Court Attorney Trial Part PT	Snr Employee Relations Atty
Ct Atty Trial Part Acting JSC	Snr Law Clerk to Chief Judge
Dep Chief App Ct Attorney 1st	Snr Prn Law Clerk to Chf Judge
Dep Chief App Ct Attorney 2nd	Snr Prn Law Clerk to COA Judge
Dep Chief App Ct Attorney 3rd	Snr Prn Law Clk App Div Jsc
Dep Chief App Ct Attorney 4th	Spc Cnsl Griev Matters App 2nd
Dep Chief Court Attorney COA	Spec Counsel Chf Admin Justice
Dep Counsel Criminal Justice	Special Counsel
Dep Exec Dir Brd Law Examiners	Special Counsel for Ethics
Dep Exec Dir Brd Law Examiners	Special Counsel Justice Courts
Deputy Chief Attorney	Special Projects Counsel
Deputy Chief Court Attorney	Supervising Court Attorney
Deputy Counsel	

UCS -5 Form



NEW YORK STATE
Unified Court System

Application for Employment

Mail the application to the individual indicated on the employment announcement. You are encouraged to enclose a resume and cover letter.

TITLE OF POSITION	ANNOUNCEMENT NUMBER
NAME (LAST, FIRST, MIDDLE)	SOCIAL SECURITY NUMBER
MAILING ADDRESS	PHONE
CITY, STATE, ZIP	
E-MAIL ADDRESS	
ARE YOU CURRENTLY RECEIVING A GOVERNMENT PENSION? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION

SCHOOL	DID YOU GRADUATE?		NAME AND LOCATION	TOTAL CREDITS EARNED	MAJOR SUBJECT	DEGREE EARNED
	YES	NO				
HIGH SCHOOL / GED	<input type="checkbox"/>	<input type="checkbox"/>				
COMMUNITY / COLLEGE / UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>				
GRADUATE / PROFESSIONAL	<input type="checkbox"/>	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>	<input type="checkbox"/>				

LIST ANY LICENSES, CERTIFICATIONS AND SPECIAL SKILLS.

HAVE YOU EVER BEEN DISCIPLINED BY, OR ARE CHARGES PRESENTLY PENDING BEFORE, ANY AGENCY AUTHORIZED TO BRING DISCIPLINARY PROCEEDINGS RELATED TO THE PRACTICE OF ANY PROFESSION?

YES NO

If you answer "yes" to this question, provide details on page 4.

EMPLOYMENT HISTORY

Begin with most recent employer.

Resume Attached?

YES

NO

EMPLOYER		
ADDRESS		
EMPLOYMENT DATES	FROM:	TO:
TITLE AND DUTIES OF YOUR POSITION		

EMPLOYER		
ADDRESS		
EMPLOYMENT DATES	FROM:	TO:
TITLE AND DUTIES OF YOUR POSITION		

EMPLOYER		
ADDRESS		
EMPLOYMENT DATES	FROM:	TO:
TITLE AND DUTIES OF YOUR POSITION		

Answer all questions by placing an X in the appropriate column.

EMPLOYMENT ELIGIBILITY

	YES	NO
ARE YOU A CITIZEN OF THE UNITED STATES?	<input type="checkbox"/>	<input type="checkbox"/>
IF "NO," DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?	<input type="checkbox"/>	<input type="checkbox"/>

LEGAL HISTORY

If you answer "yes" to any of these questions, provide details on page 4.

	YES	NO
A) EXCEPT FOR ADJUDICATIONS AS YOUTHFUL OFFENDER, WAYWARD MINOR, OR JUVENILE DELINQUENT, HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?	<input type="checkbox"/>	<input type="checkbox"/>
B) DO YOU HAVE ANY CRIMINAL CHARGES PENDING AGAINST YOU?	<input type="checkbox"/>	<input type="checkbox"/>
C) HAVE YOU EVER BEEN DISMISSED FROM ANY EMPLOYMENT?	<input type="checkbox"/>	<input type="checkbox"/>
D) HAVE YOU EVER RECEIVED A DISCHARGE FROM THE ARMED FORCES THAT WAS OTHER THAN HONORABLE?	<input type="checkbox"/>	<input type="checkbox"/>
E) ARE YOU CURRENTLY IN VIOLATION OF A COURT ORDER IN ANY STATE FOR CHILD OR SPOUSAL SUPPORT?	<input type="checkbox"/>	<input type="checkbox"/>

AFFIRMATION

I affirm that the statements made on this application (including any attached pages) are true.

[False statements made in this application are punishable under Penal Law (§210.45) and may result in your disqualification.]

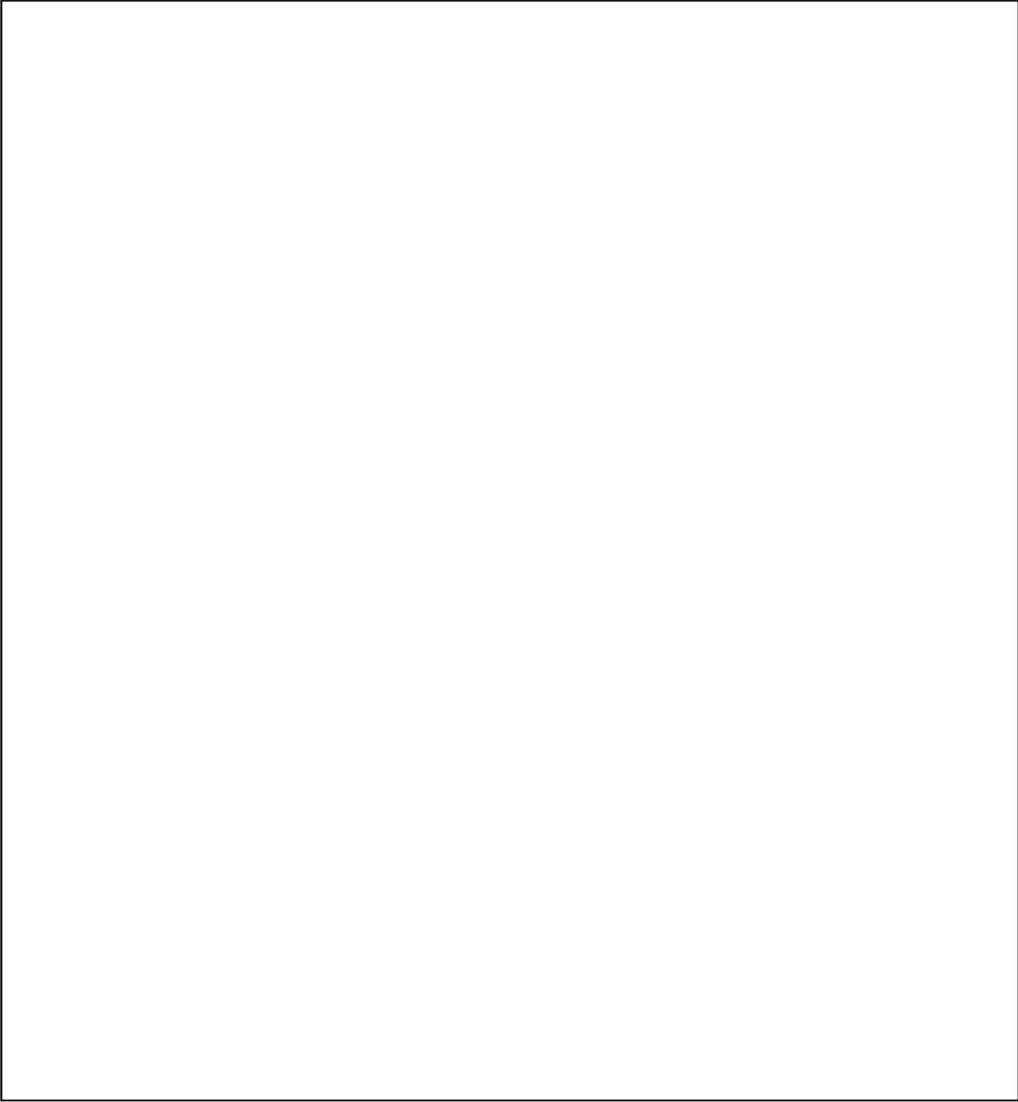
SIGNATURE OF APPLICANT

DATE

The State of New York Unified Court System is an Equal Opportunity Employer

ADDITIONAL DETAILS

If you answered "yes" to any question that requires additional details, explain here.
Attach additional sheets if necessary.



***ABOUT THE FRANKLIN H. WILLIAMS
JUDICIAL COMMISSION***

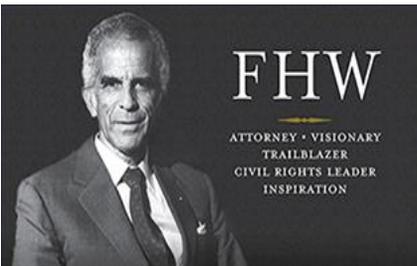
Franklin H. Williams Judicial Commission

“We are proud that the Franklin H. Williams Judicial Commission, the first permanent commission in the nation dedicated to issues of racial and ethnic fairness in the courts, is celebrating its 30th anniversary. The Commission serves as a bridge to justice for the dedicated judges and professional staff who strive to deliver equal justice under the law to every person who comes through our courthouse doors, regardless of who they are or where they come from in life.”

New York State Chief Judge Janet DiFiore

History

The Franklin H. Williams Judicial Commission (“Williams Commission”) is composed of 28 diverse members, who are judges, attorneys and court administrators appointed by the Chief Judge of the State of New York to develop strategies to make the court system more responsive to the issues faced by people of color in the courts, including litigants and the larger legal community, and to implement recommendations to address those issues.



In the late 1980s, then-New York State Chief Judge Sol Wachtler, increasingly concerned by the lack of diversity in the court system, asked Franklin H. Williams, a renowned civil rights attorney and former Ambassador to Ghana, to undertake an independent and comprehensive study of the court system and its treatment of minorities. The Williams report, highly critical of the way the New York State court system treated people of color, led to major reforms. In 1991, the New York State Judicial

Commission on Minorities, renamed the Franklin H. Williams Judicial Commission, was established as a permanent entity in the New York State Court System.

The Commission celebrated its thirtieth anniversary in 2021 as a permanent court-based commission committed to racial and ethnic fairness in the courts. The Williams Commission is chaired by Hon. Troy K. Webber, Associate Justice of the Appellate Division, First Department and Hon. Richard Rivera, Supervising Judge of the Family Courts of the Third Judicial District. In keeping with the legacy of its namesake, Franklin H. Williams, the Williams Commission has served as a beacon of racial equity and justice to the legal profession and the community alike. The Williams Commission has been at the forefront in addressing systemic racism and bias in the New York State Courts and ensuring that the judiciary and the court workforce is more diverse and inclusive.

Despite these efforts, persons of color still experience barriers to racial equity in the court system, from overt acts of mistreatment and disrespect to structural racism and bias. The Williams Commission remains unwavering in addressing the treatment of people and communities of color within and without the court system. The Williams Commission has steadfastly continued this work through meetings with court leaders, conferences, training programs and community partnerships to ensure that persons and communities of color receive dignity and fairness in the courts. Real change and progress require all our combined efforts to ensure inclusion, equity and justice for all.

ABOUT FRANKLIN H. WILLIAMS

A Bridge to Justice: The Life of Franklin H. Williams - A documentary on civil rights leader, lawyer and Peace Corps organizer.

Franklin Hall Williams was born on October 22, 1917, in Flushing, New York. He graduated from Lincoln University in Pennsylvania in 1941. After serving in the United States Army, he completed Fordham University Law School in New York City.

He was appointed Assistant Special Counsel to the Legal Defense and Educational Fund of the National Association for the Advancement of Colored People ("N.A.A.C.P.") in 1945. He served as a trusted aide to Thurgood Marshall, then-head of the Legal Defense Fund and Special Counsel to the N.A.A.C.P.



From 1950 to 1959, Mr. Williams was the Director of the West Coast Office of the N.A.A.C.P and was credited with major inroads in the civil rights movement involving cases on school desegregation and restrictive covenants. Indeed, Mr. Williams played a significant role in battling a once common practice of systematically excluding African Americans from juries. Forty years before the Supreme Court formally ended that practice in *Batson v. Kentucky*, Mr. Williams was effectively arguing the same issue.

Mr. Williams was also instrumental in the development of the Peace Corps and eventually became the Peace Corps Regional Director for Africa. The Peace Corps currently honors his memory with the Franklin H. Williams Awards given thus far to over 90 outstanding returned Peace Corps Volunteers.

Franklin H. Williams went on to serve as the United States Ambassador to Ghana. His contributions as Ambassador were recognized by the State Department, which presented him with Distinguished Service Award, and he was honored by numerous Ghanaian tribes and communities.

After returning from Ghana, Ambassador Williams assumed the Directorship of the new Urban Center at Columbia University in 1968. The following two years were marked by innovative changes in personnel utilization and curriculum, and the publication of a major study, "The Uses of the University."

From 1970 to 1990, he served as president of the Phelps-Stokes Fund, promoting educational opportunities for Africans, African Americans, and Native Americans. Ambassador Williams served on the boards of Consolidated Edison, the American Stock Exchange, and many other corporations. He was also a board member of several nonprofit groups, among them the Boys Choir of Harlem, the American Civil Liberties Union, and the Foreign Policy Association.

Williams chaired the New York State Judicial Commission on Minorities from 1987 to 1990. The Commission studied the treatment of minority group members in state courts and issued a report in 1991 which revealed a severe lack of diversity on the bench and in management positions and a widespread perception of racial bias in the courts. To address the issues raised in the report, the Commission was established as permanent entity in the courts and renamed the Franklin H. Williams Judicial Commission in honor of Ambassador Williams.

Williams, a member of Alpha Phi Alpha Fraternity, Inc., was married to Shirley Broyard and had two sons. Williams died in 1990 at the age of 72.

Employment Opportunities in the New York State Court System

The Franklin H. Williams Judicial Commission wishes to inform you of current employment opportunities in the New York State Court System.

Please click on the link below to view current job postings:

**[CLICK HERE TO VIEW JOB POSTINGS – STATEWIDE – CAREERS
NYCOURTS.GOV.](#)**

Please **SHARE** these career opportunities widely. Note also that these career opportunities are updated frequently so please visit the New York State Courts Careers website regularly.

Please Note: You may need to refresh your browser to see the latest job postings.

For more information about the Franklin H. Williams Judicial Commission, please visit our website: www.nycourts.gov/FHW.

**Co-Chairs of the
Franklin H. Williams Judicial Commission**

Hon. Richard Rivera

Acting Supreme Court Justice and Supervising Judge,
Family Court, Third Judicial District

Hon. Troy K. Webber

Associate Justice
Appellate Division, First Department

**Chair Emeriti of the
Franklin H. Williams Judicial Commission**

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Associate Justice (retired)
Appellate Division, Fourth Department

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