

INSTRUCTIONS TO OPEN-COMPETITIVE CANDIDATES

READ THE FOLLOWING INSTRUCTIONS AS WELL AS THE ANNOUNCEMENT FOR THIS EXAMINATION CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

EXAM SITE SELECTION (ITEM 2)

Enter the code number for your selection which corresponds to the exam center where you wish to be tested.
(While every attempt will be made to accommodate your choice, please be advised that not every test site is used for each examination)

01	ALBANY	21	NASSAU COUNTY	37	SARATOGA SPRINGS
06	BINGHAMTON	24	NEW YORK CITY	09	SUFFOLK COUNTY
08	BUFFALO	27	OGDENSBURG	38	SYRACUSE
11	FREDONIA	33	POUGHKEEPSIE	39	UTICA
14	HORNELL	35	ROCHESTER	41	WATERTOWN
20	MIDDLETOWN	36	SARANAC LAKE	42	WESTCHESTER COUNTY

APPLICATION FEE (ITEM 4)

An application fee is required to apply for this examination. The amount is noted on the examination announcement. **Your application must be accompanied by a money order payable to the N.Y.S. Office of Court Administration. DO NOT SEND CASH or CHECKS.** The following information should be written on the money order: Applicant's name, Social Security number, home address, title of the examination and examination number for which application is being filed. **Application fees are not refundable.** Compare your qualifications carefully to the requirements stated on the announcement before submitting your application.

An exception to the fee requirement will be made for employees of the Unified Court System.

An exception to the fee requirement will be made also for persons receiving Supplemental Social Security payments or public assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency or are receiving public assistance from the New York City Department of Social Services. All claims are subject to later verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception will also be made to applicants who are unemployed and primarily responsible for the support of a household.

VETERANS CREDITS (ITEM 7)

To be eligible for Veterans Credits, an individual MUST:

- be a U.S. citizen or an alien lawfully admitted for permanent residence at the time of application for credits.
- be a resident of New York State at the time of applying for Veterans Credits.
- have been honorably discharged or released under honorable circumstances from the Armed Forces of the United States.

AND

- have served anywhere in the U.S. Armed Forces during one of the following dates:

World War II	December 7, 1941 .. to ..	December 31, 1946
Korean Conflict	June 27, 1950 .. to ..	January 31, 1955
Viet Nam Conflict	December 22, 1961 .. to ..	May 7, 1975
Persian Gulf Conflict	August 2, 1990 .. to ..	the date upon which such hostilities end

OR

- have received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal for the:

Hostilities in Lebanon	June 1, 1983 .. to ..	December 1, 1987
Hostilities in Grenada	October 23, 1983 .. to ..	November 21, 1983
Hostilities in Panama	December 20, 1989 .. to ..	January 31, 1990

- In addition, the following non-military service is also recognized for veterans credit:

- service in the Commissioned Corps of the U.S. Public Health Services during July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952 or
- satisfactory service as a crew member aboard merchant vessels in ocean going service during December 7, 1941 to December 31, 1946.

To claim additional credits as a Disabled Veteran, an individual must, in addition to meeting all of the above requirements, be certified by the Veterans Administration as being entitled to receive payments for a service-connected disability rated at ten (10) percent or more.

NOTE: If you have not received your admission notice by three days before the examination date, call (212) 417-5891

FOR OFFICE OF COURT ADMINISTRATION USE ONLY

Approved

Disapproved

Conditional

Restricted