

APPENDIX II

NEW YORK STATE: FILING INSTRUCTIONS & ADDRESSES OF NEW YORK STATE COURTS

This Appendix contains information on how to file legal papers in New York State, as well as contact information for New York State courts, including clerks' offices.

A. General Filing Instructions

You should read the Chapter of the JLM that correpts with the legal action you are filing to see who you need to file documents with. This Appendix provides the addresses for the Supreme Courts and County Clerks in New York State.

Part B of this Appendix explains how to file an application to request *in forma pauperis* ("IFP") status (allowing you to file a lawsuit or an appeal as a poor person and, therefore, avoid paying the associated court fees and costs) with a County Attorney. Part C lists the addresses of the New York Supreme Courts. Part D lists the addresses of the New York County Clerks. Part E lists the addresses of the New York Court of Appeals and Appellate Division Courts.

The County Clerk generally forwards all mail to the judge in their county. But the addresses of Supreme Court Clerks are also included for your convenience. If you are unsure of the Supreme Court address, always send your mail to the County Clerk, who will forward it to the appropriate party.

If you already have an index number, you should send your documentation to the Supreme Court Clerk and should include the index number with all correspondence. If you do not have an index number and you are filing a new petition (like an Article 78 petition), you need to file a Request for Judicial Intervention ("RJI") with the County Clerk to obtain an index number. When you mail documents, you should specifically refer to the person you are trying to contact by addressing the envelope: "[Name or title of the person you are trying to contact] c/o County Clerk [or Supreme Court Clerk], _____ County," followed by the correct town, state, and ZIP code.

For Article 440 motions and other proceedings related to your criminal sentence, you should mail documents and letters to the "Clerk of the Criminal Court, Supreme Court, _____ County." For Article 78 motions and all civil proceedings, you should mail documents and letters to the "Clerk of the Civil Court, Supreme Court, _____ County."

If the *JLM* Chapter that corresponds with the type of lawsuit you are filing instructs you to file any of your papers (for example, an application for IFP status, notice of your suit, or any other motion or filing) with the District Attorney, see Appendix III for a list of their addresses.

B. How to File Poor Person's Papers with the County Attorney

If you are applying for IFP status to avoid having to pay full court costs, you need to send a copy of your application either to the County Clerk or to the County Attorney for the county where the court is located. Note that the County Attorney is not the same as the District Attorney. The County Attorney can be reached at the county office building, listed in Part C of this Appendix. Send your papers to the "County Attorney" at that address. If you address the envelope to "County Attorney, _____ County Office Building, [name of city], New York," your papers should arrive at the right place.

If you are filing suit in New York City, you should send a copy of your application for IFP status to the Corporation Counsel instead of the County Attorney. The phone number is (212) 788-0303, and the address is as follows:

Corporation Counsel
100 Church Street, 4th Floor
New York, New York 10007

C. New York Supreme Court Addresses**Supreme Court Clerk Addresses within New York City****Bronx County**

Supreme Court Clerk, Civil Term
Bronx County Courthouse
851 Grand Concourse
Bronx, NY 10451
(718) 618-1400

Supreme Court Clerk, Criminal Term
265 East 161st Street
Bronx, NY 10451
(718) 618-3000

Kings County (Brooklyn)

Supreme Court Clerk, Civil Term
Kings County Courthouse
360 Adams Street
Brooklyn, NY 11201
(347) 296-1800

Supreme Court Clerk, Criminal Term
320 Jay Street
Brooklyn, NY 11201
(347) 296-1100

New York County (Manhattan)

Supreme Court Clerk, Civil Term
60 Centre Street, Room 161
New York, NY 10007
(646) 386-5955

Supreme Court Clerk, Criminal Term
New York County Courthouse
100 Centre Street, Room 1000
New York, NY 10013
(646) 386-4000

Queens County

Queens County has three different Supreme Courts. If you don't know which of these three parts you are in, call (718) 520-3933 to find out.

Supreme Court Clerk, Civil Term
88-11 Sutphin Boulevard
Jamaica, NY 11435
(718) 298-1140

Supreme Court Clerk, Civil Term
25-10 Court Square
Long Island City, NY 11101
(718) 298-1616

Supreme Court Clerk, Criminal Term
125-01 Queens Boulevard
Kew Gardens, NY 11415
(718) 298-1408

Richmond County (Staten Island)

Supreme Court Clerk, Civil Term
26 Central Avenue, 1st Floor
Staten Island, NY 10301
(718) 675-8700

Supreme Court Clerk, Criminal Term
26 Central Avenue, 2nd Floor
Staten Island, NY 10301
(718) 675-87

Supreme Court Clerk Addresses Outside of New York City**Albany County**

Supreme Court Clerk
Albany County Courthouse
16 Eagle Street, Room 102
Albany, NY 12207
(518) 285-8989

Allegany County

Supreme Court Clerk
Allegany County Courthouse
7 Court Street
Belmont, NY 14813-1084
(585) 449-3462

Broome County

Supreme Court Clerk
Broome County Courthouse
P.O. Box 1766
Binghamton, NY 13902
(607) 240-5800

Cattaraugus County

Supreme Court Clerk
Cattaraugus County Courthouse
303 Court Street
Little Valley, NY 14755
(716) 379-6639

Cayuga County

Supreme Court Clerk
Cayuga County Courthouse
152 Genesee Street
Auburn, NY 13021
(315) 237-6450

Chautauqua County

Supreme Court Clerk
Chautauqua County Courthouse
P.O. Box 292
3 North Erie Street
Mayville, NY 14757-0292
(716) 753-4835

Chemung County

Supreme Court Clerk
Hazlett Building
203 Lake St.
Elmira, NY 14902
(607) 873-9450

Chenango County

Supreme Court Clerk
Chenango County Office Building
13 Eaton Avenue
Norwich, NY 13815
(607) 371-7160

Clinton County

Supreme Court Clerk
Clinton County Government Center
137 Margaret Street, 3rd Floor
Plattsburgh, NY 12901
(518) 536-3840

Columbia County

Supreme Court Clerk
Columbia County Courthouse
401 Union Street
Hudson, NY 12534
(518) 267-3150

Cortland County

Supreme Court Clerk
Cortland County Courthouse
46 Greenbush Street, Suite 301
Cortland, NY 13045
(607) 218-3320

Delaware County

Supreme Court Clerk
Delaware County Courthouse
3 Court Street
Delhi, NY 13753
(607) 376-5400

Dutchess County

Supreme Court Clerk
Dutchess County Courthouse
10 Market Street
Poughkeepsie, NY 12601
(845) 431-1710

Erie County

Supreme Court Clerk
Erie County Court Building
25 Delaware Avenue, Ground Floor
Buffalo, NY 14202
(716) 845-9301

Essex County

Supreme Court Clerk
Essex County Courthouse
7559 Court Street
P.O. Box 217
Elizabethtown, NY 12932
(518) 873-3370

Franklin County

Supreme Court Clerk
Franklin County Courthouse
355 West Main Street
Malone, NY 12953
(518) 353-7340

Fulton County

Supreme Court Clerk
Fulton County Office Building
223 West Main Street
Johnstown, NY 12095
(518) 706-3290

Genesee County

Supreme Court Clerk
Genesee County Courts Facility
1 West Main Street
Batavia, NY 14020
(585) 201-5730

Greene County

Supreme Court Clerk
Greene County Courthouse
320 Main Street
Catskill, NY 12414
(518) 625-3160

Hamilton County

Supreme Court Clerk
139 White Birch Lane
P.O. Box 780
Indian Lake, NY 12842
(518) 648-5411

Herkimer County

Supreme Court Clerk
Herkimer County Office & Court Facility
301 N. Washington Street
Herkimer, NY 13350
(315) 619-3400

Jefferson County

Supreme Court Clerk
State Office Building
317 Washington Street
Watertown, NY 13601
(315) 211-5818

Lewis County

Supreme Court Clerk
Lewis County Courthouse
7660 North State Street
Lowville, NY 13367
(315) 376-5366

Livingston County

Supreme Court Clerk
County Court Building
2 Court Street
Geneseo, NY 14454
(585) 371-3920

Madison County

Supreme Court Clerk
Madison County Courthouse
138 North Court Street
P.O. Box 545
Wampsville, NY 13163
(315) 231-5301

Monroe County

Supreme Court Clerk
Monroe County Court of Justice
99 Exchange Boulevard, Room 545
Rochester, NY 14614
(585) 371-3758

Montgomery County

Supreme Court Clerk
58 Broadway
P.O. Box 1500
Fonda, NY 12068
(518) 853-4516

Nassau County

Supreme Court Clerk
Supreme Court Building
100 Supreme Court Drive
Mineola, NY 11501
(516) 493-3400

Niagara County

Supreme Court Clerk
Angelo Delsignore Civic Building
775 Third Street
Niagara Falls, NY 14031
(716) 371-4000

Oneida County

Supreme Court Clerk
Oneida County Courthouse
200 Elizabeth Street
Utica, NY 13501
(315) 266-4200

Onondaga County

Supreme Court Clerk
Onondaga County Courthouse
505 South State Street, Suite 110
Syracuse, NY 13202
(315) 671-1030

Ontario County

Supreme Court Clerk
County Court Building
27 North Main Street
Canandaigua, NY 14424
(585) 412-5300

Orange County

Supreme Court Clerk
285 Main Street
Goshen, NY 10924
(845) 476-3500

Orleans County

Supreme Court Clerk
Orleans County Courthouse
1 South Main Street, Suite 3
Albion, NY 14411
(585) 283-6657

Oswego County

Supreme Court Clerk
Oswego County Courthouse
25 East Oneida Street
Oswego, NY 13126
(315) 207-7500

Otsego County

Supreme Court Clerk
County Court Courthouse
197 Main Street, Suite 9
Cooperstown, NY 13326
(607) 322-3140

Putnam County

Supreme Court Clerk
20 County Center
Carmel, NY 10512
(845) 208-7800

Rensselaer County

Supreme Court Clerk
Rensselaer County Courthouse
80 Second Street
Troy, NY 12180
(518) 285-5025

Rockland County

Supreme Court Clerk
Rockland County Courthouse
1 South Main Street
New City, NY 10956
(845) 483-8310

Saratoga County

Supreme Court Clerk
Municipal Center
30 McMaster Street
Ballston Spa, NY 12020
(518) 451-8840

Schenectady County

Supreme Court Clerk
Schenectady County Judicial Building
612 State Street
Schenectady, NY 12305
(518) 285-8401

Schoharie County

Supreme Court Clerk
Schoharie County Courthouse
P.O. Box 669
Schoharie, NY 12157
(518) 453-6998

Schuyler County

Supreme Court Clerk
105 Ninth Street, Unit 35
Watkins Glen, NY 14891
(607) 228-3350

Seneca County

Supreme Court Clerk
48 West Williams Street
Waterloo, NY 13165
(315) 835-6229

St. Lawrence County

Supreme Court Clerk
St. Lawrence County Courthouse
48 Court Street
Canton, NY 13617
(315) 379-2219

Steuben County

Supreme Court Clerk
3 East Pulteney Square
Bath, NY 14810
(607) 622-8219

Suffolk County

Supreme Court Clerk
One Court Street
Riverhead, NY 11901
(631) 852-2334

Sullivan County

Supreme Court Clerk
Sullivan County Courthouse
414 Broadway
Monticello, NY 12701
(845) 791-3540

Tioga County

Supreme Court Clerk
Tioga County Supreme Court
16 Court Street
P.O. Box 307
Owego, NY 13827
(607) 689-6102

Tompkins County

Supreme Court Clerk
Tompkins County Courthouse
320 North Tioga Street
P.O. Box 70
Ithaca, NY 14851
(607) 216-6610

Ulster County

Supreme Court Clerk
Ulster County Courthouse
285 Wall Street
Kingston, NY 12401
(845) 481-9375

Warren County

Supreme Court Clerk
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845
(518) 480-6335

Washington County

Supreme Court Clerk
Washington County Courthouse
383 Broadway
Fort Edward, NY 12828
(518) 746-2521

Wayne County

Supreme Court Clerk
54 Broad Street
Lyons, NY 14489
(315) 665-8117

Westchester County

Supreme Court Clerk
111 Dr. Martin Luther King, Jr. Boulevard
White Plains, NY 10601
(914) 824-5300 (civil department)
(914) 824-5400 (criminal department)

Wyoming County

Supreme Court Clerk
Wyoming County Courthouse
147 North Main Street
Warsaw, NY 14569
(585) 228-3200

Yates County

Supreme Court Clerk
415 Liberty Street
Penn Yan, NY 14527
(315) 835-6308

D. County Clerk Addresses for Counties Outside New York City**Albany County**

County Clerk
County Courthouse
16 Eagle Street, Room 128
Albany, NY 12207
(518) 487-5100

Allegany County

County Clerk
P.O. Box 242
7 Court Street, Room 18
Belmont, NY 14813
(585) 268-9270

Broome County

County Clerk
County Office Building
60 Hawley Street, Third Floor
P.O. Box 2062
Binghamton, NY 13902
(607) 778-2255

Cattaraugus County

Cattaraugus County Center
303 Court Street
Little Valley, NY 14755
(716) 938-2297

Cayuga County

County Clerk
Cayuga County Office Building
160 Genesee Street, 1st Floor
Auburn, NY 13021
(315) 253-1271

Chautauqua County

County Clerk
1 North Erie Street
P.O. Box 170
Mayville, NY 14757
(716) 753-4331

Chemung County

County Clerk
210 Lake Street
P.O. Box 588
Elmira, NY 14902
(607) 737-2920

Chenango County

County Clerk
County Office Building
5 Court Street
Norwich, NY 13815
(607) 337-1450

Clinton County

County Clerk
County Government Center
137 Margaret Street, Suite 301
Plattsburgh, NY 12901
(518) 565-4700

Columbia County

Courthouse
560 Warren Street
Hudson, NY 12534
(518) 828-3339

Cortland County

County Clerk
46 Greenbush Street, Suite 105
Cortland, NY 13045
(607) 753-5021

Delaware County

County Clerk
111 Main Street
Delhi, NY 13753
(607) 832-5000

Dutchess County

County Clerk
22 Market Street
Poughkeepsie, NY 12601
(845) 486-2120

Erie County

County Clerk
92 Franklin Street
Buffalo, NY 14202
(716) 858-8785

Essex County

County Clerk
7559 Court Street
P.O. Box 247
Elizabethtown, NY 12932
(518) 873-3600

Franklin County

County Clerk
P.O. Box 70
355 West Main Street, Suite 248
Malone, NY 12953
(518) 481-1681

Fulton County

County Clerk
County Office Building
223 West Main Street
Johnstown, NY 12095
(518) 736-5555

Genesee County

County Clerk
County Building I
P.O. Box 379
Batavia, NY 14021
(585) 815-7802

Greene County

County Clerk
411 Main Street, Suite 212
Catskill, NY 12414
(518) 719-3255

Hamilton County

County Clerk
P.O. Box 204
102 County View Drive
Lake Pleasant, NY 12108
(518) 548-7111

Herkimer County

County Clerk
County Office Building
109 Mary Street, Suite 1111
Herkimer, NY 13350
(315) 867-1129

Jefferson County

County Clerk
175 Arsenal Street, 1st Floor
Watertown, NY 13601
(315) 785-3312

Lewis County

County Clerk
7660 State Street
P.O. Box 232
Lowville, NY 13367
(315) 376-5333

Livingston County

County Clerk
Livingston County Government Center
6 Court Street, Room 201
Geneseo, NY 14454
(585) 243-7010

Madison County

County Clerk
County Office Building
138 N. Court Street, Building 4
P.O. Box 668
Wampsville, NY 13163
(315) 366-2261

Monroe County

County Clerk
County Office Building
39 West Main Street, Room 101
Rochester, NY 14614
(585) 753-1600

Montgomery County

County Clerk
County Office Building
P.O. Box 1500
64 Broadway
Fonda, NY 12068
(518) 853-8111

Nassau County

County Clerk
County Office Building
240 Old Country Road
Mineola, NY 11501
(516) 571-2660

Niagara County

County Clerk
Niagara County Courthouse
P.O. Box 461
175 Hawley Street, 1st Floor
Lockport, NY 14095
(716) 439-7022

Oneida County

County Clerk
Oneida County Office Building
800 Park Avenue
Utica, NY 13501
(315) 798-5776

Onondaga County

County Clerk
401 Montgomery Street, Room 200
Syracuse, NY 13202
(315) 435-2226

Ontario County

County Clerk
20 Ontario Street
Canandaigua, NY 14424
(585) 396-4200

Orange County

County Clerk
Orange County Government Center
255 Main Street
Goshen, NY 10924
(845) 291-2690

Orleans County

County Clerk
Courthouse Square
3 South Main Street, Suite 1
Albion, NY 14411
(585) 589-5334

Oswego County

County Clerk
46 East Bridge Street
Oswego, NY 13126
(315) 349-8621

Otsego County

County Clerk
P.O. Box 710
197 Main Street
Cooperstown, NY 13326
(607) 547-4276

Putnam County

County Clerk
Putnam County Office Building
40 Gleneida Avenue
Carmel Hamlet, NY 10512
(845) 808-1142

Rensselaer County

County Clerk
105 Third Street
Troy, NY 12180
(518) 270-4080

Rockland County

County Clerk
Rockland County Courthouse
1 South Main Street, Suite 100
New City, NY 10956
(845) 638-5070

Saratoga County

County Clerk
40 McMaster Street
Ballston Spa, NY 12020
(518) 885-2213

Schenectady County

County Clerk
620 State Street
Schenectady, NY 12305
(518) 388-4220

Schoharie County

County Clerk
284 Main Street
Schoharie, NY 12157
(518) 295-8316

Schuyler County

County Clerk
105 Ninth Street, Unit 8
Watkins Glen, NY 14891
(607) 535-8133

Seneca County

County Clerk
Seneca County Office Building
1 DiPronio Drive
Waterloo, NY 13165
(315) 539-1771

St. Lawrence County

County Clerk
County Courthouse
48 Court Street
Canton, NY 13617
(315) 379-2237

Steuben County

County Clerk
3 East Pulteney Square
Bath, NY 14810
(607) 664-2563

Suffolk County

County Clerk
310 Center Drive
Riverhead, NY 11901
(631) 852-2000

Sullivan County

County Clerk
Sullivan County Government Center
100 North Street
P.O. Box 5012
Monticello, NY 12701
(845) 807-0411

Tioga County

County Clerk
Courthouse
16 Court Street
P.O. Box 307
Owego, NY 13827
(607) 687-8660

Tompkins County

County Clerk
Courthouse
320 North Tioga Street
Ithaca, NY 14850
(607) 274-5431

Ulster County

County Clerk
County Office Building
244 Fair Street
Kingston, NY 12401
(845) 340-3288

Warren County

County Clerk
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845
(518) 761-6484

Washington County

County Clerk
Municipal Center
383 Broadway, Building A
Ft. Edward, NY 12828
(518) 746-2100

Wayne County

County Clerk
9 Pearl Street
Lyons, NY 14489
(315) 946-7470

Westchester County

County Clerk
110 Dr. Martin Luther King, Jr. Boulevard
White Plains, NY 10601
(914) 995-3080

Wyoming County

County Clerk
143 North Main Street, Suite 104
Warsaw, NY 14569
(585) 786-8810

Yates County

County Clerk
County Building
417 Liberty Street, Suite 1107
Penn Yan, NY 14527
(315) 536-5120

E. New York Court of Appeals and Appellate Division Addresses**COURT OF APPEALS**

20 Eagle Street
Albany, NY 12207
(518) 455-7700

FIRST DEPARTMENT

Appellate Division
First Department
27 Madison Avenue
New York, NY 10010
(212) 340-0400

Counties served: Bronx and New York
(Manhattan)

SECOND DEPARTMENT

Appellate Division
Second Department
Supreme Court Building
45 Monroe Place
Brooklyn, NY 11201
(718) 722-6324

Counties served: Dutchess, Kings (Brooklyn),
Nassau, Orange, Putnam, Queens, Richmond
(Staten Island), Rockland, Suffolk, and
Westchester

THIRD DEPARTMENT

Appellate Division
Third Department
Justice Building
P.O. Box 7288
Capitol Station
Albany, NY 12224
(518) 471-4777

Counties served: Albany, Broome, Chemung,
Chenango, Clinton, Columbia, Cortland,
Delaware, Essex, Franklin, Fulton, Greene,
Hamilton, Madison, Montgomery, Otsego,
Rensselaer, St. Lawrence, Saratoga,
Schenectady, Schoharie, Schuyler, Sullivan,
Tioga, Tompkins, Ulster, Warren, and
Washington

FOURTH DEPARTMENT

Appellate Division
Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, New York 14604
(585) 530-3100

Counties served: Allegany, Cattaraugus,
Cayuga, Chautauqua, Erie, Genesee,
Herkimer, Jefferson, Lewis, Livingston,
Monroe, Niagara, Oneida, Onondaga, Ontario,
Orleans, Oswego, Seneca, Steuben, Wayne,
Wyoming, and Yates