

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**



**John M. Domurad**  
Clerk of Court

**James T. Foley U.S. Courthouse**  
445 Broadway, Room 509  
Albany, NY 12207-2936  
(518) 257-1800

**Federal Building & Courthouse**  
15 Henry Street  
Binghamton, NY 13901  
(607) 773-2893

**Alexander Pirnie Federal Building**  
10 Broad Street  
Utica, NY 13501  
(315) 793-8151

**Daniel R. McAllister**  
Chief Deputy

**James M. Hanley Federal Building**  
P.O. Box 7367 100 S. Clinton Street  
Syracuse NY 13261-7367  
(315) 234-8500

**U.S. District Court**  
14 Durkee Street, Suite 350  
Plattsburgh, NY 12901  
(518) 247-4505

**COMMUNITY OUTREACH PROGRAM**

The U.S. District Court is committed to providing educational opportunities to schools and organizations throughout all 32 counties of the Northern District of New York. Our goal is to provide an overview of the Federal Court system as well as highlight the people who support the Courts.

We will make every effort to schedule a visit at a date/time that is convenient for your organization depending on judge availability, scheduled court proceedings and event(s) you are wish to participate in.

Please complete the following form and email it to [NYND\\_Outreach@nynd.uscourts.gov](mailto:NYND_Outreach@nynd.uscourts.gov). You will be contacted to make arrangements for your visit. Questions? Please contact the Clerk's Office at 315-234-8500.

Name of school/organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade/age range of participants: \_\_\_\_\_

Total Number of participants: \_\_\_\_\_

Disabilities Requiring Accommodations: \_\_\_\_\_

Please select the court division you would like to visit.

(Note: not all events are available in each location).

- Syracuse
- Albany
- Utica
- Binghamton

**Desired dates and time:**

(Please include at least three (3) proposed dates and the length of time for the visit)  
(We are open from 9 am – 4 pm)

What event(s) would your school/organization like to participate in?

- Courthouse Tour
- Group discussion with U.S. District Judge or U.S. Magistrate Judge, including Q&A session
- View live court proceeding  
(Note: court proceedings are often rescheduled at the last minute. We will make every effort to find a live court proceeding for your organization to view on the date of your visit, but sometimes that may not be possible due to Judges' schedules)
- Student participation in a mock trial.  
(Note: a mock trial requires advance preparation by the students with materials provided by the Court, and will be available twice a year by the Court on a first come first served basis. Only available in Syracuse and Albany.)
- Group discussion with U.S. Probation Officer
- Group discussion with Assistant U.S. Attorney
- Group discussion with Asst. Federal Public Defender
- Group discussion with U.S. Marshal
- Group discussion/presentation with agent from Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)\* (Only available in Syracuse)
- Group discussion with Court Employees  
(Court Reporter, Law Clerk, Courtroom Deputy, Jury Coordinator, Finance, Human Resources, Information Technology)
- Attend Naturalization Ceremony\*
- Virtual group discussion with U.S. District Judge or U.S. Magistrate Judge, including Q&A session via Microsoft Teams
- Other

Any additional comments or Information:

\*Subject to availability.