

**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

**Maurice L. Christopher**  
Chief Deputy

**Lori M. Welch**  
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 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 (subject to availability)
- ☐ Virtual group discussion with U.S. District Judge or U.S.  
Magistrate Judge, including Q&A session via Microsoft  
Teams
- ☐ Historical Case Discussion: In celebration of Law Month  
held in May, Federal Judges, law clerks and local  
practicing attorneys engage students in an interactive  
presentation regarding historical cases and how they  
impact them. (This program can be held at the courthouse or at the  
school and generally lasts 1 hour)
- ☐ Other

**Additional comments  
or Information:**