

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

**John M. Domurad
Clerk of Court**



**Daniel R. McAllister
Chief Deputy**

COURT OUTREACH PROGRAM - REQUEST FORM

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 our Court Outreach Coordinator Samantha Beyar, Administrative Services Specialist at NYND_Outreach@nynd.uscourts.gov. You will be contacted to make arrangements for your visit. Questions? Please contact Samantha at 315-234-8726.

Name of School/Organization:

Contact Person:

Phone Number:

Email Address:

Grade/Age Range of Participants:

Total Number of Participants:

Disabilities Requiring Accommodation:

Please select the court division you would like to visit.
(Note: Not all events are available in each location.)

Syracuse

Albany

Binghamton

Utica

Desired dates and time:

(Please include at least three proposed dates and times. We are open from 9am to 4pm.)

Please select the event(s) your organization is interested 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 Court Employees

(Court Reporter, Law Clerk, Courtroom Deputy, Jury Coordinator, Finance, Human Resources, Information Technology)

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 with agent from Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)* (Only available in Syracuse.)

Other

Attend Naturalization Ceremony *

Any additional comments or information:

*Subject to availability.