

THE HONORABLE MICHAEL F. McKEON

Address:	Auburn City Court 153 Genesee Street Auburn, New York 13021
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Placement Supervisor(s):	Honorable Michael F. McKeon Laurie A. Michelman, Court Attorney
Email Address(s):	mmckeon@courts.state.ny.us lmichelm@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> 12 hours / week average preferred. 8 hours / week average possible if split between 2 work days. <u>Summer:</u> 12 hours / week minimum more preferred.
Position Requirements:	None
# of Externs per Academic Year:	Up to 2
Summer Participation:	Yes
# of Externs per Summer:	Up to 2
Website:	http://www.nycourts.gov/courts/7jd/Auburn/index.shtml
Special Note(s):	N/A

Auburn City Court is part of the Unified Court System of the State of New York. There is one full time judge who is elected for a ten-year term and one part-time judge who is appointed to the position by the City Council. Auburn City Court has jurisdiction over a variety of criminal, traffic and civil cases.

In the criminal part, City Court has jurisdiction for all crimes committed within the City of Auburn. City Court handles violation and misdemeanor offenses from arraignment through final disposition. City Court has felony jurisdiction from arraignment through a preliminary hearing only.

In the civil part, the court has a monetary jurisdiction of up to \$15,000 for cases filed. Landlord/tenant matters must involve property that is located within the City of Auburn; there is no monetary limit on these cases. The small claims and commercial claims monetary jurisdiction is up to \$5,000 and includes countywide jurisdiction. Housing code and zoning violations are also heard in Auburn City Court.

In the traffic part, all traffic offenses committed within the City of Auburn are handled here. These matters may be handled by appearing in person or by mail. Any person that wishes to protest a parking ticket issued within the City of Auburn may do so either by appearing in person or in writing by completing a protest form.

Externship duties will include observing criminal and civil trials, small claims proceedings, landlord/tenant proceedings, traffic court, motion term and other court proceedings, researching legal issues relevant to City Court and writing draft memoranda, reviewing daily criminal matters and motion papers, reviewing civil motion papers, reviewing default judgment applications, participating in in-chambers conferences with Judge McKeon, and researching and preparing draft opinions. In addition, externs will have some involvement in the Auburn Drug and Alcohol Treatment Court, Domestic Violence Court, and Auburn Behavioral Health Court, three specialized courts currently in operation in Auburn City Court.