

GUIDE TO NEW YORK LEGAL RESEARCH

IN

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I. CASE LAW

A. REPORTERS

The New York Courts are arranged in a three level hierarchical system. Opinions of the New York Court of Appeals, the Appellate Division of the Supreme Court and the Supreme Court appear in the reporters. Both official and unofficial are available for New York. Below is a short jurisdictional statement of each court and a list of the reporters which carry that court's opinions.

1. NEW YORK COURT OF APPEALS

New York's highest appellate court, its jurisdiction is limited to questions of law; review of cases where the Appellate Division in the course of reversing or modifying a judgment has made new findings of fact; death penalty cases and matters from the Commission on Judicial Conduct:

a. *New York Reports* (KFN/5045/A2) [In Storage]

Official reporter, contains full text of all New York Court of Appeals opinions.

First Series: 1847 -1955
Second Series: 1956-current
Westlaw: 1885 - current
Lexis: 1884 - current

b. *New York Supplement*. (KFN/5045/A333)

St Paul, MN: West Publishing

Unofficial reporter containing selected opinions of the Court of Appeals, Appellate Division and Supreme Court. Published by West, it uses the West Key-Number system.

First Series: 1888-1938
Second Series: 1938-current
Westlaw: 1888 - current

c. *New York State Reporter*, 1886-1897 (KFN/5045/A33 micro)

This series reported all current decisions of the Courts of record in New York. Merged with *New York Supplement* as of Volume 42 (which is also labeled Volume 76 of the *New York State Reporter*). Vol 1-50 available on Microfiche on the lower level.

d. *North Eastern Reporter*. (KF/135/N62) [In Storage]

St Paul, MN: West Publishing

Unofficial, regional reporter which contains opinions of the New York Court of Appeals, as well as appellate opinions from courts in Massachusetts, Illinois, Indiana and Ohio.

First Series: 1885-1936
Second Series: 1936-current
Westlaw: 1885 - current

2. APPELLATE DIVISION OF THE SUPREME COURT

The intermediate level appellate court, it is divided into four judicial departments. Each department

hears appeals from the courts in the judicial districts under its control. It reviews findings of law and fact in civil and criminal cases; and exercises original jurisdiction in actions on admission, discipline and disbarment of attorneys and Article 78 proceedings against Supreme Court Justices. The courts' opinions appear in the following reporters:

a. *Appellate Division Reports* (KFN/5048/A2) [In Storage]

Official reporter containing selected opinions of the four departments of the Appellate Division of the Supreme Court.

First Series: 1896-1955
Second Series: 1956-current
Westlaw: 1888 - current
Lexis: 1912 - current

b. *New York Supplement*. (KFN/5045/A333)

St Paul, MN: West Publishing

Unofficial reporter containing selected opinions of the Court of Appeals, Appellate Division and Supreme Court. Published by West, it uses the West Key-Number system.

First Series: 1888-1938
Second Series: 1938-current
Westlaw 1888 - current

c. *New York Law Journal*

Daily legal newspaper published in NYC. Contains court calendars, feature articles and summaries or full-text of 1st and 2nd department cases.

Current copies are located in the rack on the 7th Floor and in the Reference Area. **Back issues** are available on microfilm from 1888-current (Microfilms are currently being stored in the sub basement of 40 Worth Street. Ask at the Reference Desk for a Microforms form, fill it out and return it to the librarian. You will be notified when the material has been retrieved: Usually within 24 hours.). Current issues are discarded when microfilm arrives. Cases and articles are indexed in *Clark's Digest-Annotator*, 1937 - 1982 (KFN/5051.C53/Ref) and in the *New York Law Journal Digest Annotator*, 1982 - current (KFN/5051.1/C54/Ref).

Westlaw: April 1990 - current

Selected cases not officially reported are available online.

3. SUPREME COURT

The Supreme Court is the statewide system of trial courts with a branch in each of the 62 counties. It has the jurisdiction to hear any civil or criminal actions except for private claims against the state and its administrative agencies (limited to the Court of Claims). The other trial level courts in New York include: Family Court, Surrogate's Court, County Court, NYC Civil Court, NYC Criminal Court and District Courts.

a. *Miscellaneous Reports* (KFN/5051/A2) [In Storage]

Official reporter containing selected opinions from the Supreme Court and other lower New York State courts.

First Series: 1882-1955
Second Series: 1956-current
Westlaw 1888 - current
Lexis 1912 - current

b. *New York Supplement*. (KFN/5045/A333)
St Paul, MN: West Publishing

Unofficial reporter containing selected opinions of the Court of Appeals, Appellate Division and Supreme Court. Published by West, it uses the West Key-Number system. (See I-A-1 for more information)

Westlaw 1888 - current

4. **ADDITIONAL MATERIAL**

a. *Nominative Reports* (MICROFILM)

Early New York state cases (1791-1894) appear in nominative reports. These volumes are cited by the names of the reporters who compiled them and precede the officially published reporter sets we know today. They are reproduced in *American State Reports Prior to the National Reporter System*, available on microfilm.

Access to the microfilm set is provided by the *Bibliographic Index to the State Reports Prior to the National Reporter System*, available at the Reference Desk and in the Government Documents Reference Area. It arranges the reporters by state and lists the reporters found on each reel.

b. *Internet Sources – Official NYS Unified Court System Homepage*
<http://www.courts.state.ny.us/home.htm>

This site has become an essential communications device for the NY court system. In addition to general background information it includes: full text court report and publications, jury instructions, court rules, downloadable procedural forms, court programs and administrative information. This site is changing on a weekly basis adding more and more practice orientated material.

B. CASE FINDING

Reporters publish cases chronologically, without regard to subject. Digests provide subject and title access to reported cases. They are arranged alphabetically by subject and provide brief case summaries. Title access is available through either the table of cases or Plaintiff's and Defendant's Tables at the end of the sets. The major New York digests

1. **Abbott New York Digest**, (KFN/5057/N42) 1794 - 1929
Abbott New York Digest 2nd, (KFN/5057/N42) 1929 - 1961
West's New York Digest 3rd, (KFN/5057/N43) 1962 - 1977
West's New York Digest 4th, (KFN/5057/N43) 1978 - current

This series, published by West Publishing Company, indexes and abstracts reported New York cases using the West Key Number system. The Key Number system is uniform throughout the West digest system. It allows a researcher to find cases on the same point of law in any jurisdiction by using the same digest topic and Key Number in each jurisdiction's digest.

2. **New York Law Journal Digest - Annotator** (REF KFN/5051.1/C54), 1982 -
Formerly **Clark's Digest - Annotator** (REF KFN/5051.1/C53), 1937 - 1982.

Published monthly and cumulated annually, it provides a subject index and synopses of major decisions of the lower courts in the 1st and 2nd judicial departments which were published in the *New York Law Journal*.

C. CITATORS

Citators are finding aids that allow you to locate subsequent cases which cite a given case or statute as well as a method of evaluating whether that case or statute is still "good law". Key Cite on Westlaw and Shepard's (Shepardizing) on Lexis are the two online citators you will most likely be using.

II. STATUTES

A. CODES

Codes are subject arrangements of public session laws. (See section B below). There are two authoritative codification of New York

1. **McKinney's Consolidated Laws of New York Annotated**. (KFN/5030/1916/A23)
St. Paul, MN: West Publishing,

Arranges session laws into 65 subject titles. There is a multi-volume general index, and an index at the end of each title. Annotations include historical notes, cross references to *NYCRR* and law review articles. "Notes of Decisions" section refers to New York and federal cases construing each section. Some sections include practice commentaries. A West publication the set includes cross references to the West Key Number system and other West publications.

Superseded copies of McKinney's Consolidated Laws are available on microfiche.

2. **New York Consolidated Laws Service.** (KFN/5030/1976/A23)
Charlottesville, VA: Lexis Law Publishing,

Session laws are arranged into the same 65 subject titles as above. The set also contains a general index, annotations, commentaries, and references to *NYCRR*. In addition, CLS supplies forms relevant to particular statutory sections.

B. SESSION LAWS

Upon enactment a new law, called a **chapter law**, is given a number according to order of passage and slip laws are printed. At the end of each legislative session all the chapter laws are arranged by number and printed in an annual volume called **Session laws**. Session laws include all types of legislation: public, private, temporary and permanent

1. **Laws of New York, Albany, NY: 1777- .** (KFN/5025/A2)

The official version of the New York State session laws is compiled by the Legislative Bill Drafting Commission. Public and private laws are arranged by year and chapter number. Each year one volume contains a subject index and most years contain a "Table of Laws Amended or Repealed." No volume exists for 1975 due to New York's budget crisis.

NY State Sessions laws beginning in 1970 are also available on fiche in the lower level.

2. **McKinney's Session Laws of New York** (KFN/5025/N4) [Storage]

The successor to *New York General Laws* (1914 - 1949), this set has been issued annually since 1951. In addition to arranging the session laws chronologically, this set also contains a subject index, alphabetical table of cases, table of laws affected, proposed constitutional amendments and the Law Revision Commission's annual report. Reports and memoranda from all branches of state government are included. It is updated periodically throughout the legislative session by the *Session Law News*, and advance legislative service which includes a cumulative index in each volume.

3. **New York Consolidated Laws Service - Session Laws,** (KFN/5030/1976/A23) 1976 - . [Storage]

Published annually since 1976. In addition to the session laws, it contains a subject index, an alphabetical Table of Laws, tables showing which consolidated and unconsolidated laws were affected by the year's session laws. The Governor's annual message and approval memoranda are also, included, as are the Judicial Conference and Law Revision Commission Reports.

4. **The Colonial Laws of New York from the year 1664 to the Revolution.** (KFN/5030/A26)
Albany: J.B. Lyons, 1896

Five-volume set containing the session laws of the Colony of New York from 1664 to 1776.

5. Internet Sources

- a. <http://www.assembly.state.ny.us>

The NY Assembly's homepage includes the full text of legislative bills and resolutions; NYS statutes, constitution, chapters, and vetoes. In addition to the state statutes and constitution, it includes: bill information, assembly calendar, public hearing schedules, agendas and selected legislative reports.

- b. <http://www.senate.state.ny.us>

The NY Senate's homepage, a combination web and gopher site, includes statutes, pending legislation, a small number of Senate Reports and the calendar. It is not as easy to use as the Assembly's and does not contain as much information, but does provide some information not otherwise available.

C. LEGISLATIVE HISTORY

Legislative history material for New York State is neither as bountiful nor as well organized as the federal material. Nevertheless, some important sources and their locations are listed below.

1. **McKinney's Session Laws of New York.** (KFN/5025/N4)
(St Paul, MN: West Publishing, Annual)

Each volume contains selected historical material including legislative memoranda and the Governor's approval messages.

2. **New York State Legislative Annual.** (KFN/5721/A152/N48)
(New York: New York Legislative Service, 1946-)

This is an annual publication which includes the governor's message to the legislature, chapter law memoranda; the governor's memorandum on bills vetoed; an index referring from chapter number of the session law to the text of the memoranda, veto, subject and statute indexes.

3. **New York Senate and Assembly Documents (1830 1918) and Legislative Document Series (1919 -1975)**
(MICROFILM)

This series includes annual reports from legislative committees, temporary commissions and administrative agencies. Each year has a subject index. Documents are referenced by year and document number. The series was discontinued in 1975. A cumulative index to this set is available in Robert Carter's **Annotated List and Indexes of the New York State Legislative Document Series, 1919-1976.** (Reference KFN 5001.C37 1986). Later material may be located through the **Checklist of Official Publications of the State of New York.**

The library has Senate and Assembly legislative documents from the 1880's to 1975, on microfilm, on the lower level (cabinet 19).

4. **New York State Law Revision Commission Reports.** (KFN/5027/N4/A3)
(Albany: New York Law Revision Commission, 1935-1970)

The Law Revision Commission examines current law in New York and suggests areas of needed reform. Since 1935, the commission has issued annual reports commenting on proposed legislation.

Since 1970, the Law Revision Commission Reports are reprinted in **McKinney's Session Laws of New York**. Prior to 1970 only a short version of the reports was included. Since 1976, they are also included in the *CLS Session Laws*.

5. Governor's Bill Jackets

Contain material collected for the Governor's use in deciding whether to sign or veto particular legislation. Their usefulness in determining legislative history varies widely from bill to bill. *Governor's bill jackets are available in microform at the New York Public Library*. Bill jackets for more recent legislation are held by the NY State Archives. Call New York Public Library Reference Desk (938-0830) for additional information.

D. PENDING LEGISLATION

Until recently determining the current status of pending state legislation was often an inexact, time consuming and frustrating experience. However, both Westlaw and Lexis have recently included bill tracking services for New York State legislation. The service provided on both systems is available through agreements with Information for Public Affairs, Inc., therefore the database contents on both systems are the same.

The daily updated database contains: bill summaries, status information, sponsor(s), subject matter, searchable subject headings, and dates of introduction and last action. Each bill is tracked throughout the legislative process until it either passes or the session ends. Also available is a legislative session status calendar providing adjournment dates and action deadlines.

NY State Assembly Homepage: <http://www.assembly.state.ny.us> :

NY State Senate Homepage: <http://www.senate.state.ny.us>

III. NEW YORK STATE ADMINISTRATIVE MATERIALS

A. OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF STATE OF NEW YORK (NYCRR)

(Albany: Dept. of State, 1950-) (KFN/5035/A2)

The administrative code containing rules and regulations in force for all state agencies and departments. It is arranged alphabetically by department. Each department has a separate index, plus there is a two-volume index to the entire set. Rules and regulations may be annotated and must contain historical notes. The set is in a loose-leaf format and updated monthly throughout the year.

B. NEW YORK STATE REGISTER

(Albany: Dept of State, 1979-) (KFN/5036/N48)

A weekly comprehensive description of rulemaking and agency activities, texts or summaries of proposed regulations, securities offerings and other notices. The state equivalent of the Federal Register, it includes information on State government and the court system.

C. OPINIONS OF THE ATTORNEY GENERAL

(KFN/5780/A55 and microforms)

Included are both formal and informal opinions. Formal opinions are issued to state officials concerning their powers and duties under the New York Constitution and laws of the state. Informal opinions are the unofficial views of the Attorney General rendered to counsel for local government upon request.

The library has the material in both paper and microfiche.

<http://www.oag.state.ny.us> 1995 - current

IV. NEW YORK CITY AND OTHER LOCAL LAWS

A. NEW YORK CITY

1. **The Administrative Code and Charter of the City of New York** (Williams Press, 1986-) (KFX/2003/A3 Reserve)

Covers all city laws, regulations and the city charter. The 1989 revision was the second complete revision since 1932. Tables are provided to cross-reference new to old section numbers.

2. **The Official Compilation of the Rules of the City of New York** (NY: Lenz & Riecker, 1990-) (KFX/2003/A3/2003 Reserve)

Official publication, edited by the New York City corporate counsel, is periodically updated throughout the year and covers all agency rules. Special features include bracketed text and commentary added by the editorial staff, a comprehensive Table of Contents, a separate Index volume and a Derivation - Distribution Table.

3. Additional New York City materials may be found at the Municipal Reference and Research Center, 31 Chambers St., NYC.

4. Internet Sources

a. New York City Council's Homepage <http://www.nycouncil.info>

NY City Council's homepage is the location for the legislative materials for the city. It provides access to information on the city council, pending legislation, the laws of the city (access either by number or alphabetical), council agenda and lists of hearing and meeting schedules. It includes links to both the mayor's and public advocate's homepages.

b. New York City Mayor's Homepage <http://www.ci.nyc.ny.us/>

NYC Mayor's homepage provides information on the operation of the executive and administrative branches of city government. The site provides links to information on the administrative agencies, activities taking place in the city and other general information.

c. New York City Public Advocate's Homepage <http://www.pubadvocate.nyc.gov>

NYC Public Advocate's homepage provides information on city government geared for use by the consumers: city directory, an overview of city departments and voter registration procedures. This site provides the most useful links to New York city and state homepages including: the mayor, city council, NY Governor's, NYS Legislature, NYS Senate, Thomas (Library of Congress's access to federal government material) and international materials.

B. OTHER LOCAL LAWS

1. **Local Laws of the Cities, Counties, Towns, and Villages in the State of New York enacted During the Year ...** (Albany: Dept of State) (KFN/5754/N4) This multi-volume loose-leaf set includes indexes.
3. **Westchester County Charter and Westchester County Administrative Code.** Rochester, NY: General Code Publishers, 1990- (KFN/6199/W47/A32/1990) Updated by bi-annual supplements.

V. NEW YORK PRACTICE TREATISES AND FORMBOOKS

This section is representative, not comprehensive. The library's [online catalog](#) should be consulted for additional titles. Relevant titles can be found with either a subject or key word search.

A. ENCYCLOPEDIAS

1. **New York Jurisprudence, 2d.** (St Paul, MN: West Group, 1979-) (KFN/5065/N942) Main & Ref.

Similar in coverage and arrangement to AmJur2d. Footnotes in NYJur2d refer extensively to New York cases, statutes and other West Group publications. Available on Westlaw.

2. **Carmody--Wait 2d; Cyclopedia of New York Practice with Forms** (Lawyers Co-op, 1965-). (KFN/5995/C34/1965)

The primary focus of this material is on civil practice and evidence. Practice and legal forms comprise approximately 50% of the set which is updated annually by pocket parts.

B. CIVIL PRACTICE AND PROCEDURE

1. Treatises & Loose-leaf Services

- a. Weinstein, Korn and Miller. **CPLR Manual**. Rev. ed. (NY: Bender, 1992) (KFN/5995/W4 Reserve)

A one volume condensation of the comprehensive Weinstein, Korn and Miller treatise on the CPLR. KFN

- b. Weinstein, Korn and Miller. **New York Civil Practice**. (NY: Bender, 1970-) (KFN/5995/N4 Reserve)

Multi-volume loose-leaf service. It is a comprehensive treatise on New York civil practice under the Civil Practice Rules(CPLR). The rules are discussed in section number order.

- c. **Civil Practice Annual of New York**. (Baker, Voorhis) Annual. (KFN/5995/N48 Ref & Off Site)

A compilation of statutes and rules for NY civil practice, it also includes annotations.

- d. **New York Standard Civil Practice Service Deskbook**.(Lawyers Co-operative) Annual. (KFN/5990/A21 Reserve)

A comprehensive compilation of the latest statutes and rules governing civil practice and procedure in NY state. It includes cross references to Carmody-Wait and other Lawyers' Co-op publications.

- e. Durst, Fuschsberg and Kleiner. **Modern New York Discovery**. (Lawyers Co-Operative, 1983). (KFN/6020/D87)

Part of the annually updated New York Practice Library this volume focuses on discovery in NY.

- f. Siegel. **Handbook on New York Practice**, 2nd ed. (St Paul, MN: West Group, 1991-) (KFN/5995/S56/1991) Most recent is on Reserve.

2. Forms

- a. **Medina's Bostwick Practice Manual**. (NY: Bender, 1949-). (KFN/5068/B6/5th ed)

A multi-volume loose-leaf set, updated tri-annually, it includes basic practice forms, legal forms and a general index in the last volume..

- b. **Bender's Forms for the Civil Practice.** (NY: Bender, 1963-) (KFN/5995/A65/B4)

This multi-volume loose-leaf set, updated tri-annually, it includes annotated forms for the CPLR, RPAPL, SCPA, EPTL, DRL and the court acts. Form numbers are keyed to the sections of the Consolidated Laws.

- c. **West's McKinney's Forms: Civil Practice Law and Rules.**(St Paul, MN: West, 1964-). (KFN/5068/W4)

This form set is divided into separate sections for the CPLR, UCC, BCL, CPL and specific topic areas. There are separate indexes for each division and no general index. Published by the same company as **McKinney's Consolidated Laws**, the two sets are cross referenced.

- d. **Bender's Forms of Pleading for the State of New York.** (NY: Bender, 1948-). (KFN/6010/A65/B43)

This multi-volume loose-leaf set, updated annually, is arranged by subject area into broad subdivisions called sections. Each section includes "Suggestions for Drafting", a brief statement of the substantive law necessary to prepare the pleading and illustrative forms. Cross references to related material in other sections is available through its detailed index.

- e. **Bender's Forms for the Consolidated Laws of the State of New York.** (NY: Bender, 1941-) (KFN/5068/B45)

This annually updated multi-volume set's arrangement corresponds directly to the CLS. It includes sample forms for New York statutory causes of actions.

C. CRIMINAL PRACTICE AND PROCEDURE

1. **Gilbert Criminal Law and Practice in New York.** (NY: Bender. Annual) (KFN/6100/A3)
2. Waxner, Marvin, James Zett and Lucille Boorstein. **New York Criminal Practice.** (NY: Bender, 1973-) (KFN/6155/W38) most off site.

A multi-volume loose-leaf set it is divided into two major divisions, Criminal Procedure and Penal Law. Each part is indexed separately and it includes both text and forms.

3. Brownell, Carlton K. **Criminal Procedure in New York.** (Wilamette, IL: Callaghan, 1982). (KFN/6155/P3/1982 Reserve)

This work in two parts focuses on Practice and Forms in Part 1 and on Evidence in Part 2.

D. JURY INSTRUCTIONS

1. Association of Supreme Court Justices. Committee on Pattern Jury Instructions. **New York Pattern Jury Instructions --Civil.** 2nd ed. (Lawyers Co-operative, 1974-). (KFN/6047/A65/A84 Reserve)

The jury instructions in this volume are merely guides they are not binding on the judges. They are

however accompanied by extensive case annotations.

2. Committee on Criminal Jury Instructions. **Criminal Jury Instructions, New York.** (Albany, NY: Office of Court Administration, 1979-) (KFN/6171/A65/C65 Reserve)

A multi-volume set arranged according to type of offense, it includes extensive statutory references. It is updated irregularly by **The CJI Newsletter** (KFN/6171/A65/C652 Reserve)

3. Goodman, Budd. **Charges to the Jury and Requests to Charge in a Criminal Case.** (Willamette, IL: Callaghan, 1983-) (KFN/6047/A6/D6/1983 Reserve)

This annually updated two volume set arranges the charges alphabetically by offense with footnotes to the applicable penal code sections. It also features commentary and requests for all stages of the trial process from pretrial through final charge to the jury.

4. **New York Forms of Jury Instruction.** (NY: Bender, 1992-) (KFN/6171/A65/N49/1992)

This three volume set deals only with jury instructions for business and commercial litigation. It is divided into six broad subject areas with detailed sub-divisions ranging from simple to complex litigations situations. Each section begins with a scope note, includes lists of legal authorities and instructions on how and when to use or modify the jury instruction. The third volume includes a detailed index and case/statute tables.

E. COURT RULES

Court rules are promulgated by the various courts to aid in administrative functions and to establish uniform procedures.

1. **22 NYCRR** contains the official text of state court rules.

Online Availability: Westlaw NY-RULES current

Lexis NY;NYRULE current

Internet: Unified Court System Homepage <http://www.courts.state.ny.us/home.htm>

2. **McKinney's New York Rules of Court -- State and Federal.** (St Paul, MN: West, Annual) (KFN/5030/1916/A23)

Reprints both state and federal local court rules; including all lower courts, the Appellate Division and the Court of Appeals as well as Federal District and Second Circuit Court Rules.

F. RECORDS AND BRIEFS

Records and Briefs for the New York Court of Appeals are available on microfilm. They are filed by the case's official New York Reports citation. The Library has materials for cases reported from 1 N.Y. 2d to date.

G. PROFESSIONAL RESPONSIBILITY

1. New York State Bar Association. **The Lawyer's Code of Professional Responsibility.** (The Association, 1993) (KFN/5076.5/A2/N5) Reserve and off-site.

New York State Lawyer's Code of Professional Responsibility including the amendments thru 1993.

2. New York State Bar Association. Committee on Professional Discipline. **Annual Report on the State of Discipline in New York State.** (The Association, 1976-). (KFN/5076.5/A2/N48)
3. Ethics Opinions

A number of professional organizations provide guidance on the ethically correct course of action for members of the bar. The opinions of organizations dealing with practice in New York State are published in the following sets:

- a. New York State Bar Association. Committee on Professional Ethics. **Formal Opinions.** (The Association, 1974-) (KFN/5076.5/A2/N52)

This set includes the NYSBA's formal opinions 1 thru 500, new volumes are issued periodically. It includes a subject index and table of DR and EC rules cited. Recent opinions are published monthly in the *New York State Bar Journal* and annually in the following set and on the Bar Association homepage (<http://www.nysba.org>)

- b. Association of the Bar of the City of New York, Committee on Professional Ethics. **Opinions.** (Dobbs Ferry, NY: Oceana, 1980-) (KFN/5076.5/A2/A97 Reserve)

This annually updated set includes opinions of the city, county and state bar associations.

- c. Association of the Bar of the City of New York. Committee on Professional Ethics. **Opinions of the Committee on Professional Ethics of the Association of the Bar of the City of New York and the New York County Lawyers' Association.** (Columbia University Press, 1956) (KF/305/A62/1956 off-site)

- d. ABA/BNA Lawyers' Manual on Professional Conduct. (ABA/BNA, 1984-).
This title combines a discussion of the ethical issues with the reporting of the opinions. It includes a subject and name index to the opinions. (KF/305/A8/A33 Reserve).

VI. DIRECTORIES

A. NEW YORK STATE

1. **New York Red Book** (Albany: William Press, Annual) (JK/3430/N48)

Yearbook containing pictures and brief biographies of members of the executive, legislative and

judicial branches of New York State. Current Edition at Reference Desk and previous editions in the New York.

2. **New York State Directory** (Albany: Empire State Report, Inc, 1983-) (JK/3430/N485)

Lists public and private individuals who are involved in shaping public policy in different subject areas, including the judiciary and legal system, crime and correction, local government and political leadership. A separate chapter lists all the lobbyists and PACs registered in New York State.

3. **Martindale - Hubbell Law Directory** (Summitt, NJ: Martindale Hubbell, Inc, Annual) (KF/190/M3)

This annual multi-volume set is divided into two parts the first part is a listing of attorneys and law firms by location arranged alphabetically by state. The second part contains digest summaries of the laws of each state and many foreign nations. The New York State attorney volumes are located at the Reserve Desk. The remainder of the set is located in the Reference Area. Also on Lexis.

B. NEW YORK CITY

1. **The Green Book** (NY: NYC, Annual) (KFX/2015/O35 Ref)

Contains a general index with phone numbers for city agencies, public libraries, museums, etc. Includes sections on New York City Government, county offices within the City; city, state and federal courts; state government; federal government, international organizations; foreign consulates in New York City; licenses, permits and certificates; and a listing of current NYC publications.

2. Kronman, Barbara. **Guide to NYC Public Records**. 4th ed. (New York: Public Interest Clearinghouse, 1992). (JS/1231/K76/1992 Ref)

Serves as an index to public records in New York City. It identifies existing records, gives their location and describes how to use them. Current edition at the Reference Desk and past editions in the Main Collection.

3. Smith, Thelma. **Guide to the Municipal Government of the City of New York**. 10th ed. (New York: Meilen Press, 1973) (JS/1228/S6/1973) off site.

Describes New York City government as of 1971. Gives historical background on origins, name changes, organization and functions of each department and office.

VII. MISCELLANEOUS

1. **New York State Statistical Yearbook** (Albany, NY: New York State Budget Office) (KFN/5070/N48)

Provides statistical information for New York State in the following subject areas: population and vital statistics; housing; health and human services; education; employment; earnings and income; commerce and industry; banking and insurance; energy and utilities; transportation, and government finance, among others. An appendix contains state government organizational chart and directory of major state agencies.

2. **Vital Statistics of New York State** (Albany, NY: New York State Dept. of Health, Annual) 1983 - 1986 (HA/544/V57 off site). Current:
http://www.health.state.ny.us/nysdoh/vital_statistics/index.htm

Report of the Bureau of Biostatistics, Department of Health. Summarizes selected birth, death and health statistics for the New York State population.

VIII. GUIDES TO RESEARCH

A. GUIDES TO LEGAL DOCUMENTS

1. Gibson, Ellen. **New York Legal Research Guide, 3rd ed.** (Buffalo, NY: Wm. Hein, 2004). (KFN/5074/G53/2004 Ref)

"Written chiefly for attorneys, librarians and law students who need a guide to the most important current and historical sources for performing New York legal research." [Preface] It includes annotations to a wide range of sources on topics such as the state constitutions, legislative material, judicial histories and sources, civil and criminal procedure, treatises, form books and reference material.

2. Carter, Robert. **Sources of Published and Unpublished Administrative Opinions in New York State.** (1985). (KFN/5780/A1/C37/1985)

Lists sources of opinions and decisions of individual agencies. Includes information on location, tracks name changes and identifies available indexes.

3. Carter, Robert. **Legislative Intent in New York State.** (1981) (KFN/5723/Z9/C37/1981 Ref)

Discusses history and sources of legislative intent for state statutes and constitutional amendments. Contains an annotated bibliography. Appendices list cases which cite various sources of legislative history.

4. Knapp, Fred. **The Complete Public Records Guide: Southern New York Region,** 5th ed., 1994 (CD/3404/K53/1994 Ready Ref)

A basic guide to public record research. It includes instructions on searching: land records, court records, corporate and unincorporated business records and UCC filings. Detailed explanations of the indexing and filing systems are included as well as samples forms.

B. GUIDES TO STATE DOCUMENTS

1. **Checklist of Official Publications of the State of New York** (J/87/N7/C44 Doc Ref)

Monthly publication. Lists state documents cataloged by the NY State Library. Entries are arranged by State Library call number, and there is a separate title index. New periodicals are listed in the February issue. Recent copies of the checklist are kept at the Reserve Desk. Items listed in the checklist are available on microfiche from May 1983 to date.

APPENDIX

1. [New York State Bar Association](#)

NY State Bar Association's Homepage it includes information about the ass. and its activities. Information for both the consumer and attorneys are provided. This includes links to the local bar associations home pages; recent ethics opinions; organizational news and schedules.

2. [Cornell's Legal Information Institute](#)

Cornell University Law School's Legal Information Institute is one of the primary starting points for legal research allowing access to most of the important law research sites. It includes both domestic and foreign law sources. It includes Supreme CT decisions, CT APP Statistical Database, NY CT App, US and state statutes, international treaties, and decisions of the ICJ.

3. [Library of Congress's State and Local Materials](#) (New York)

The Library of Congress' Internet Resource page includes links to federal government homepages, links for each state and links to local governmental bodies, if available.

4. [Center for New York City Law](#)

The **Center for New York City Law** was founded in 1993 by New York Law School Professor Ross Sandler. The academic and public mission of the Center is to provide information about, and analysis of, the laws and legal processes that govern New York City.

5. [Law Library Association of Greater New York \(LLAGNY\)](#)

NY Legal Research section has numerous useful links.

6. [Columbia University New York City Documents](#)