

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

-----x
JAMES BENJAMIN, et al.,
Plaintiffs,

-against-

75 Civ. 3073 (MEL)

BENJAMIN J. MALCOLM, et al.,
Defendants.

-----x
DAVID ROSENTHAL, et al.,
Plaintiffs,

-against-

74 Civ. 4854 (BJW)

BENJAMIN MALCOLM, et al.,
Defendants.

-----x
ERNESTO MALDONADO, et al.,
Plaintiffs,

-against-

76 Civ. 2854 (MEL)

WILLIAM CUIROS, JR., et al.,
Defendants.

-----x
IOLA FORTS, et al.,
Plaintiffs,

-against-

76 Civ. 101 (MEL)

BENJAMIN J. MALCOLM, et al.,
Defendants.

-----x
GUY ZEPH AMBROSE, et al.,
Plaintiffs,

-against-

76 Civ. 190 (MEL)

BENJAMIN J. MALCOLM, et al.,
Defendants.

-----x
STIPULATION FOR ENTRY
OF MODIFICATION OF
PARTIAL FINAL JUDGMENTS
BY CONSENT

-----x
DETAINEES OF THE BROOKLKN HOUSE
OF DETENTION FOR MEN,
Plaintiffs,

-against-

79 Civ. 4913 (MEL)

BENJAMIN J. MALCOLM, et al.
Defendants.

-----x
DETAINEES OF THE QUEENS HOUSE
OF DETENTION FOR MEN,
Plaintiffs,

-against-

79 Civ. 4914 (MEL)

BENJAMIN J. MALCOLM, et al.,
Defendants.

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IT IS HEREBY STIPULATED by and between the undersigned attorneys for the plaintiffs and the defendants herein, and subject to approval by the Court after notice is given to the plaintiff class, that the following agreement will be incorporated as a modification to the law library provisions of the partial final judgments by consent heretofore entered into and so ordered in each of the above-captioned cases:

WHEREAS, the parties heretofore agreed to the terms of those certain partial final judgments by consent in each of the above-captioned cases, which judgments (hereinafter referred to as the "consent judgments") were so ordered by the Court; and

WHEREAS, certain identical provisions of each consent judgment pertain to the defendants' operation of law libraries and require that the defendants (i) properly equip and staff each law library; (ii) operate the law libraries seven days each week for

a minimum of eight hours per day, including at least three hours between 6:00pm and 10:00pm; and (iii) provide each plaintiff access to the law libraries for at least two hours each day and additional access if there is an immediate need therefor; and

WHEREAS, on July 1, 1981, plaintiffs moved for an order adjudging defendants to be in contempt of numerous provisions of the consent judgments, including those provisions governing law library operations, and for further relief; and

WHEREAS, on July 9, 1982, defendants cross-moved to be relieved from certain provisions of the consent judgments, including relief from the requirement that the law libraries be operated seven days each week so as to permit such operation on a five day per week schedule; and

WHEREAS, on June 18, 1982, the Court approved a stipulation and order agreed to by the parties which (i) secured the services of Mr. Kenneth Schoen to serve as a neutral third-party to advise and assist the defendants in achieving compliance with the consent judgments and to informally assist the parties in resolving disputes as to compliance with the consent judgments; (ii) prescribed Mr. Schoen's powers and duties; and (iii) provided for staff to assist Mr. Schoen (Mr. Schoen and his staff are hereinafter referred to as the "Office of Compliance Consultants" or "OCC"); and

WHEREAS, OCC began evaluating the law libraries in August, 1982, and found many problems and examples of systemic non-compliance with the provisions of the consent judgments, includ-

ing inadequate access to law libraries, insufficient equipment and supplies in the law libraries, and inadequate staff to provide legal assistance consistent with the terms of the consent judgments, and consequently, OCC made numerous recommendations to achieve compliance, which recommendations the defendants agreed to make; and

WHEREAS, throughout 1983, OCC monitored the operations of the law libraries and, over time, found that the defendants had made improvements and achieved substantial compliance with OCC's recommendations, a finding OCC incorporated into a February 16, 1984 report issued to the Court and the parties, which report recommended that the defendants be allowed to operate the law libraries on a five day per week schedule for a three month trial period, which recommendation was approved by the Court on February 27, 1984; and

WHEREAS, the three month trial period commenced on March 24, 1984, and OCC found that the defendants ultimately achieved substantial compliance with the standards set for the trial period during its third month and, therefore, recommended that the consent judgments be permanently modified to allow a five day per week schedule, subject to (i) the defendants' continued maintenance of quality law library services through the remainder of 1984, which condition the defendants met; and (ii) the inclusion of certain key provisions in the modification of the existing provisions of the consent judgments; and

WHEREAS, counsel for plaintiffs, and defendants have met on

numerous occasions to discuss the terms and language of this modification to the consent judgments and have freely agreed to the terms contained herein;

NOW THEREFORE, in order to improve the quality of law library services afforded to detainees and based on defendants achievement of compliance and commitment to maintain compliance with the provisions of the five day schedule agreed upon by the parties,

IT IS HEREBY STIPULATED by and between the undersigned attorneys for plaintiffs and defendants herein, and subject to approval by the Court, that the following provisions shall modify, replace and supercede each of those certain provisions pertaining to and listed under the heading "LAW LIBRARY" in the consent judgments heretofore entered in each of the above-captioned cases:

1. The defendants shall employ a full-time qualified director of law libraries responsible for insuring that each law library is operated in compliance with the provisions of this consent judgment.

2. The defendants shall maintain at each facility a properly equipped law library which shall include, among other items:

- a. necessary research and reference materials which shall be kept properly updated and supplemented, and shall be re-

placed without undue delay when any materials are missing or damaged. Research and reference materials shall be inventoried quarterly and updated without undue delay.

Legal research materials and publications shall, at a minimum, consist of the materials listed on Exhibit "A", appended hereto. As publications and reporter series are discontinued or changed, the defendants may make additions or substitutions to the list of research materials and publications, provided that any such additions or substitutions are of comparable value to detainee legal research.

b. unmarked legal forms which are commonly used by detainees. Each detainee shall be permitted to use or make copies of such forms for his or her own use.

c. a sufficient number of operable photocopy machines for use by detainees to copy legal materials. The defendants shall maintain service contracts on the photocopy machines, which contracts shall require prompt repairs. The defendants shall provide back-up copier service when regular machines are inoperable. Adequate copier supplies and paper shall be maintained at all times. [Detainees shall be permitted to make unlimited free copies of all legal materials except when a legal coordinator determines that excessive copies are unwarranted.]

d. a supply of operable typewriters equivalent to at least one percent of the facility's inmate capacity shall be available during all hours of law library operation for use by detainees and trained typists. Typewriters shall be repaired

promptly and back-up typewriters shall be available to replace inoperable machines -

e. service contracts or alternative arrangements at all times for repair service and supplies for typewriters.

f. an adequate supply of paper and other writing material and other supplies appropriate for legal work, which shall be replenished on an as needed basis.

3. The defendants shall operate and staff the law library with trained civilian legal coordinators, some of whom speak Spanish, to assist detainees with the preparation of legal materials, as follows and as indicated in the attached schedules:

a. If the facility's capacity is greater than 600 inmates:

i. the law library shall operate a minimum of ten hours per day, five days per week (Tuesday through Saturday), including at least three hours between 6:00pm and 10:00pm.

ii. two permanent, full-time legal coordinators, whose tours of duty shall overlap, shall be employed to service the law library.)

b. If the facility's capacity is 600 or fewer inmates:

i. the law library shall operate a minimum of eight and one-half hours per day, five days per week (Tuesday through Saturday), including at least three hours between 6:00pm and 10:00pm. This provision shall not be construed to apply to the Manhattan House of Detention for Men, the schedule of which

is set forth in the appended materials.

ii. one permanent, full-time legal coordinator shall be employed to service the law library.

c. Hours of detainee use of the law libraries shall be exclusive of meal periods and escort time.

d. The law library may be kept open for additional detainee use during the legal coordinators' meal periods, even though there is no legal coordinator coverage in the law library.

4. The defendants shall provide legal coordinator coverage during extended absences of the regularly assigned legal coordinator(s) such as vacations, military leave, jury duty and prolonged illnesses. Every effort shall also be made to provide backfill coordinator coverage during one or two day absences of the legal coordinator(s), provided, however, when unforeseen circumstances dictate, defendants may use graduate or undergraduate interns trained in law library procedures, and capable of assisting detainees with their legal research, as substitutes for coordinators, provided that such interns shall be so assigned (i) for periods of five days or less; and (ii) only to law libraries with comparative low detainee usage, or to law libraries with comparatively higher detainee usage so long as the period during which the intern works without the supervision of a legal coordinator does not exceed three and one-half hours per day. In no event shall student interns be assigned to cover during legal coordinator extended absences for periods in excess of ten days during any thirty day period of scheduled law library use. If a

regular coordinator is not present during a detainee's scheduled law library period, the detainee shall be given access to a coordinator during a recall period, on request, so long as a coordinator is available at that facility.

The defendants shall require that student interns apply to become notaries public or commissioners of deeds.

The defendants shall not schedule legal coordinator(s) and regular law library officer(s) for vacations at the same time.

5. The law library shall be kept open for detainee use on all major holidays which fall on regular law library days except:

New Year's Day
July 4th
Thanksgiving
Christmas

On holidays on which the law library is kept open, the law library shall operate for a minimum of eight hours with legal coordinator coverage as indicated in the appended schedules. The law library may be closed on holidays other than those specified above, provided that (i) law library services are provided on either Sunday or Monday of the same week; and (ii) that on such alternate day, the law library is operated on a non-holiday schedule.

6. The defendants shall allow each detainee to have access to the law library for a period of at least two hours per day each day the law library is open, and to the maximum extent pos-

sible shall regularly schedule more time in the law library for detainees, as indicated in the attached schedules. Defendants shall be required to provide as much extra time as space permits to detainees as is requested, unless the detainee requesting additional time failed to heed a verbal warning to cease making improper use of the law library (as described in paragraph 16.a.1., below) during that detainee's regular law library period.

In providing extra time, the defendants shall give preference to detainees who have an immediate need for additional time, such as an impending court deadline, provided, however, if on a particular day, with maximum use of the law library, access to some detainees must be denied because there is insufficient space to accommodate all detainees who wish to use the law library, those detainees who are denied access on that day shall be provided access on the following day.

7. Detainees shall request access to the law library through the use of sign-up sheets. The defendants shall post sign-up sheets in each housing area so that detainees have unfettered access to these sheets during all lock-out periods the preceding day in order to sign-up for law library the next day, if the law library is scheduled for operation. Any modifications to the sign-up procedures described in the appended materials must comply with the provisions of paragraph 21, below.

The defendants shall insure that detainees with court appearances are granted access to the law library the next regular

law library day.

8. The defendants shall establish a system to insure that a detainee who misses his or her regularly scheduled law library period due to legitimate schedule conflicts with other institutional activities, medical or legal proceedings, is recalled automatically for the required two hours of law library access later that same day or the next available recall period. Recall periods shall be scheduled when most detainees requiring law library recall would be available. Any modifications to the recall procedures described in the appended materials must comply with the provisions of paragraph 21, below.

If legitimate space constraints preclude calling all recalls and honoring all requests for extra time, preference shall be given first to recalls to insure each detainee receives at least the minimum daily access. Extra time shall then be granted with preference given to those detainees with immediate need for additional time.

9. A detainee who is present when his or her housing area is called for the regular law library period and does not respond to the announcement or chooses not to attend shall be considered to have refused his or her daily opportunity to attend the law library and is not entitled to recall.

The defendants shall make announcements of law library periods which are audible to detainees in all sections of the

housing areas and afford detainees adequate time to respond to such announcements.

10. The defendants shall provide sufficient space in the law library to accommodate daily approximately ten percent of the facility's inmate population. The inmate population of each facility shall be distributed equitably through the law library schedule so that during each law library period, the law library is capable of accommodating the bona fide demand of all inmates scheduled for that period without exceeding the capacity of the law library as set forth in the appended materials.

11. The defendants shall maintain the law library sufficiently free of noise and activity and with sufficient space and lighting necessary to permit sustained research.

12. The defendants shall staff the law library with an adequate number of steady correction officers knowledgeable of law library procedures and shall maintain a pool of relief officers also knowledgeable of law library procedures to replace steady law library officers during extended absences.

13. The defendants shall provide an adequate number of trained inmate legal assistants and typists, some of whom speak Spanish, available to assist inmates with the preparation of legal materials.

14. The defendants shall post law library schedules in the law library and in each housing area.

15. The defendants shall conduct legal research classes for general population detainees at each facility on at least a quarterly basis. Legal research training materials shall be made available to special housing detainees, upon request.

16. The defendants may remove from the law library a detainee who disrupts the orderly functioning of the law library or who does not use the law library for its intended purposes, as set forth below.

a. **Misuse of Facilities.**

i. The law library is provided for legal research and writing and for no other purposes. A detainee may be removed and excluded from the law library for the remainder of any law library period when he or she does not use the law library for its intended purposes during that period. Such a removal may occur only when it is clear that the activity engaged in is inappropriate and is not merely occurring while the detainee is waiting to make appropriate use of library facilities. A detainee who is quietly reading or writing shall be presumed to be using the law library properly, unless the material is clearly not related to legal matters.

A detainee may be removed and excluded from the

law library for improper use of facility only after the detainee has failed to heed a prior verbal warning by supervising staff.

ii. A detainee who is removed from the law library two times in any one week period for misuse of law library facilities may be charged with a disciplinary infraction, and, after a due process hearing, be denied access to the law library for up to five days.

b. **Disciplinary Infractions Occurring in Law Library.**

i. If a detainee is found guilty after a due process hearing of an assault on staff occurring in the law library which assault results in injury to staff, the disciplinary hearing officer may, in addition to the other sanctions permitted under the defendants' rules and regulations, exclude the detainee from the law library for a period not exceeding ten days.

ii. If a detainee is found guilty after a due process hearing of a Grade I or II offense (i.e., an offense for which the maximum period for punitive segregation is at least 20 days) within the law library, the disciplinary hearing officer may, in addition to other sanctions permitted under the defendants' rules and regulations, exclude the detainee from the law library for a period not exceeding five days, for the first offense occurring within the law library.

iii. Any detainee who, following a due process disciplinary hearing, is excluded from the law library and transferred to a more restrictive housing area which has a separate

law library serving that area, shall not be excluded from using that separate law library, unless he or she has been found guilty of injury to staff occurring in the law library. In such case, the detainee may be excluded from the use of the separate law library for the remainder of the exclusion order.

(a) The parties specifically agree that detainees in housing units 1A (institutional punitive segregation) and 1B (central punitive segregation) at the House of Detention for Men ("HDM") may be provided law library services in the separate law library established adjacent to those housing areas, provided that law library services are equivalent in all respects to those provided to HDM general population detainees; and further, that the provisions of the immediately preceding subsection shall apply to this separate law library. The parties agree that the law library services provided at the HDM separate law library, as of this date, meet these aforementioned conditions.

iv. If, within a six month period, a detainee is found guilty after a due process hearing of more than one offense involving injury to staff within the law library, the disciplinary hearing officer may exclude the detainee from the law library for a period not exceeding thirty days, in addition to other sanctions authorized by the defendants' rules and regulations.

v. If a detainee is found guilty after a due process hearing of a subsequent Grade I offense within the law

library within ninety days of any prior Grade I or II offense occurring within the law library, or a subsequent Grade II offense within the law library within sixty days of any prior Grade I or II offense occurring within the law library, the disciplinary hearing officer may exclude the detainee from the law library for a period not exceeding ten days, in addition to other sanctions authorized by the defendants' rules and regulations.

vi. For third and subsequent Grade I or II offenses committed within the law library within ninety days of any prior Grade I or II offense occurring within the law library, the disciplinary hearing officer may exclude the detainee from the law library for a period not exceeding fifteen days, and in additional increments of up to five additional days for each subsequent Grade I or II offense involving the law library.

vii. A detainee may not be excluded from the law library as a part of the sanction for a first time Grade III offense committed within the law library except as provided in paragraph 16.a.ii., above. If a detainee commits a subsequent Grade III offense within the law library within thirty days of a prior Grade I, II or III offense within the law library, the disciplinary hearing officer may exclude the detainee from the law library for a period not exceeding five days.

c. Administrative Segregation.

i. Detainees confined in administrative segregation pending a disciplinary hearing shall not be excluded from the law library, provided, however, a detainee confined in ad-

ministrative segregation as a result of an offense alleged to have occurred in a law library, may be excluded from the law library pending his or her disciplinary hearing under the following conditions:

(a) The detainee is charged with a Grade I or II offense that involves actually engaging in physical violence within the law library or wilful destruction of law library materials;

(b) The supervising officer investigating the infraction makes a written finding, with reasons, that the detainee may pose a threat to the safety and security of the institution because he or she is likely to again actively disrupt law library services; and

(c) The reasons for such immediate exclusion shall be included in the infraction report forwarded to the disciplinary board or hearing officer.

ii. A detainee confined in administrative segregation who is excluded from the law library shall be provided access to legal services and materials as provided in paragraph 16.f, below.

iii. Whatever time the detainee is excluded from the law library while in administrative segregation shall be credited toward any exclusion penalty imposed after a due process hearing.

d. Punitive Segregation.

Subject to the provisions of paragraph 16.b.iii., above,

detainees who are placed in punitive segregation as a result of a disciplinary infraction shall be provided access to the law library with other punitive segregation detainees.

e. Documentation.

All removals and exclusions pursuant to paragraphs 16.a - c. above, shall be noted in the law library logbook. Law libraries shall prepare a monthly summary documenting the number of removals, the names of detainees removed, the length of time and the reason for each removal.

f. Excluded Detainees.

i. All law library services available to general population detainees shall be available to a detainee who is excluded from the law library and shall be provided (on days that the law library is in operation) through the procedure described below. This procedure for requesting legal services shall be provided to a detainee in writing at the time the exclusion sanction is imposed through the disciplinary process.

ii. An excluded detainee needing legal services shall sign the law library request sheet for the housing unit in which he or she is confined, and in addition, submit a written request slip for services and/or materials. Written requests for materials and/or services from excluded detainees shall be picked up and filled daily. In the event that the excluded detainee's name appears on the housing unit request sheet, but no accompanying request slip can be located, or the detainee has requested the assistance of the coordinator, a legal coordinator shall

visit the excluded detainee to determine his or her law library needs as soon as practicable, but no later than the same day. Services provided to excluded detainees shall be noted in both the law library and housing unit logbooks.

17. The defendants shall maintain a system which records detainee attendance and all unusual incidents in the law library and a regular summary of law library operations and services.

18. The defendants shall maintain a central office unit which shall have as part of its function the conducting of regular on-site inspections of the law libraries to insure compliance with the provisions of this judgment and shall make written reports of its inspections.

19. The defendants shall require that each legal coordinator and steady law library officer apply to be appointed a notary public or commissioner of deeds within thirty days of his or her assignment to such a position.

20. The defendants shall prepare institutional orders and departmental directives or orders implementing all the requirements of this modification to the consent judgments and shall insure that such orders are maintained in each law library and housing area. Modifications to these orders and directives shall be subject to the provisions of paragraph 21, below.

21. The parties agree that the schedules and other materials appended hereto meet the requirements of the foregoing paragraphs. The parties further agree that the substance of the attached materials may be modified only as follows:

a. the defendants shall submit the proposed changes to OCC and counsel for the plaintiffs, in writing, with justification and copies of all orders, directives, schedules, etc., which would be affected by the proposed changes (such submission is hereinafter referred to as the "proposal").

b. If the proposal involves changes in any schedule for law library access or legal coordinator coverage:

i. OCC shall first determine (hereinafter referred to as the "initial determination") if the proposal might have a substantive effect with the potential for significant adverse impact on any detainee's access to law libraries or legal coordinators (hereinafter referred to as a "substantive effect"). In making its determination, OCC shall consider the comments, if any, of counsel for the plaintiffs.

ii. If OCC's initial determination is that the proposal may have such a substantive effect, the written consent of counsel for the plaintiffs, which consent shall not be unreasonably withheld, shall be required prior to the implementation of the proposal by the defendants. Counsel for plaintiffs shall either approve or disapprove the proposal, in writing, within thirty days of OCC's initial determination.

iii. If OCC's initial determination is that the proposal will not have such a substantive effect, OCC shall either approve or disapprove the proposal, in writing, within thirty days of its initial determination. In making its decision, OCC shall consider the comments, if any, of counsel for the plaintiffs.

c. For all other proposed changes in other law library operations governed by the appended materials, OCC's approval shall be required before implementation, which approval shall be based upon a determination that these changes are reasonable and will not result in a reduction in the provision of law library services. OCC shall consider the comments of counsel for plaintiffs in reaching its decision and issue its written decision to the parties within thirty days of receipt of the defendants' proposal except where the parties agree to an extension based on a request from OCC for additional time to consider the matter.

d. When the defendants desire to initiate a pilot program modifying any of the appended documents, such program shall not be initiated without first obtaining OCC approval, following an opportunity for counsel for plaintiffs to comment. OCC shall approve or disapprove the pilot within thirty days following the submission of the defendants' proposal. Upon completion of the pilot program, any final implementation of the modification shall be subject to the provisions of paragraphs 21.b. - c., above.

e. When an emergency situation prevents continued compliance with the foregoing paragraphs or appended materials, the defendants may declare a variance therefrom for a period of less than twenty-four hours. OCC shall be immediately notified of the emergency situation and the variance. An application for an emergency variance for a period of twenty-four hours or more, or for a renewal of an emergency variance, shall be submitted to OCC and counsel for plaintiffs and shall state (i) the specific facts or reasons making continued compliance impossible; (ii) the specific plans, projections and timetable for resuming full compliance; and (iii) the time period for which the variance is requested, provided that this shall be no more than five days.

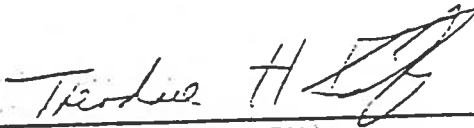
OCC shall grant an emergency variance only if it is convinced the variance is necessary and justified. If after two such variances OCC determines that, due to extraordinary and particularly extenuating circumstances, defendants cannot comply with the terms and provisions of this modification of the the consent judgments, defendants must provide comparable law library services under a plan agreed to by the parties.

f. Nothing herein shall preclude either party from seeking appropriate relief from the Court regarding a proposed change in law library operations.

22. It is further stipulated that defendants shall, at a minimum, implement the terms and provisions of this modification of the consent judgments at any new facility(s) that may be con-

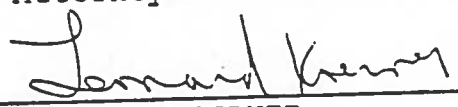
structed or used in the future to confine pre-trial detainees who would otherwise have been confined in any of the facilities which as of this date are the subject of the consent judgments; if necessary, defendants agree to the entry of a separate order to effectuate the terms of this agreement.

Dated: New York, New York
September 21, 1985


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SO ORDERED, _____, 1985

Morris E. Lasker, U.S.D.J.

EXHIBIT "A"

NEW YORK CITY DEPARTMENT OF CORRECTION
LAW LIBRARY INVENTORY

GENERAL MATERIAL

1. Black, Henry C., Black's Law Dictionary
2. Howell Encyclopedia, Family Law (Included Law Dictionary for Laymen).
3. Werner, O. James, Manual for Prison Law Libraries
4. Cohen, Morris L., Legal Research in a Nutshell
6. Rudovsky, David, The Rights of Prisoners: The Basic ACLU Guide to a Prisoner's Rights.
7. McCormick's Handbook of the Law of Evidence
8. A Pretrial Detainees Manual, Center for Constitutional Rights, Inc.
9. Jailhouse Lawyers Manual, Columbia Human Rights Law Review.
10. Israel, J. Hand & W. R. LaFave, Criminal Procedure in a Nutshell, West (3d ed. 1975).
11. A. Loewy, Criminal Law in a Nutshell, West (1975).
12. D. Manville, Self-Help Litigation Manual, Oceana Publishing (1983).
13. Columbia Human Rights Law Review, Jailhouse Lawyers Manual, (1985).
14. W. P. Richardson, Richardson on Evidence, Brooklyn Law School (10th ed.).

FEDERAL MATERIAL BEGINNING FROM 1960

1. United States Code Annotated. West
2. Supreme Court Reporter, West

3. Federal Reporter 2D Series, West
4. Federal Supplement, West
5. Federal Rules of Civil Procedure, West
6. Federal Rules of Criminal Procedure, West
7. Federal Practice and Procedure, West
8. Federal Rules and Decisions, West
9. Federal Practice Digest 2D, West
10. Federal Practice Digest 3D, West
11. US Code Congressional and Administrative News, West
12. Shepard's Federal Citations, Shepard's Citations

STATE MATERIAL BEGINNING FROM 1960

1. McKinney's Consolidated Laws of New York Annotated, West
2. New York Supplement 2d Series, West
3. Shepard's New York Supplement and Statute Citations, Shepard's Citation
4. McKinney's State Form Books, CPL, CPLR, West
5. New York Digest 2D, West
6. New York Digest 3D, West
7. New York Sentence Chart
8. Siegel's New York Practice
9. New York Court Rules, West
10. New York Law Finder, West
11. New York CPLR Pamphlet

OTHER STATE AND LOCAL MATERIALS:

a. Brownell, Carlton, Criminal Procedure in New York, Part 1, Callaghan & Company (1971-1983 with annual supplements).

b. Marks, Edward & L. Paperno, Criminal Law in New York, Callaghan & Company (1967-1983 with annual supplements).

c. Appellate Division, 1st Department, Office of Projects & Development, Criminal Trial Advocacy (1984).

d. Local code of ordinances

e. Local rules of court

f. Consent Judgments

g. Minimum Standards - NYC Board of Corection

h. Minimum Standards - NYS Commission of Correction.