

Peter Smith

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PROFESSIONAL EXPERIENCE

CITY OF SANDY SPRINGS, Sandy Springs, MD

Court Clerk, Jul 2005 – present

- Prepare dockets or calendars of cases to be called, using typewriters or computers.
- Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summonses.
- Follow procedures to secure courtrooms and exhibits, such as money, drugs, and weapons.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- Amend indictments when necessary and endorse indictments with pertinent information.
- Search files and contact witnesses, attorneys, and litigants to obtain information for the court.
- Explain procedures or forms to parties in cases or to the general public.
- Record case dispositions, court orders, and arrangements made for payment of court fees.

CITY OF NEW YORK, New York, NY

Court Clerk/Court Administrator, Jul 2002 – Jul 2005

- Collect court fees or fines and record amounts collected.
- Prepare courtrooms with paper, pens, water, easels, and electronic equipment and ensure that recording equipment is working.
- Record court proceedings, using recording equipment, or record minutes of court proceedings, using stenotype machines or shorthand.
- Swear in jury members, interpreters, witnesses, and defendants.
- Read charges and related information to the court and, if necessary, record defendants' pleas.
- Examine legal documents submitted to courts for adherence to laws or court procedures.
- Direct support staff in handling of paperwork processed by clerks' offices.

EDUCATION

New York University, New York, NY

Bachelor of Art in Political Science, May 2000

ADDITIONAL SKILLS

- Certification through the Institute for Court Management
- Knowledge of legal terminology, statutes, and rules as set forth in the Civil Practice Law and Rules (CPLR), Criminal Procedure Law (CPL), Penal Law (PL), and Family Court Act (FCA);
- Knowledge of court procedures including jurisdiction, venue, service of papers, motions, subpoenas, affirmations, calendar practice, trial procedures, handling evidence, judgments, warrants, indictments, and pleas.