

# CENTER *for* JUDICIAL ACCOUNTABILITY, INC.

*P.O. Box 69, Gedney Station  
White Plains, New York 10605-0069*

*Tel. (914) 421-1200  
Fax (914) 428-4994*

*E-Mail: [judgewatch@aol.com](mailto:judgewatch@aol.com)  
Web site: [www.judgewatch.org](http://www.judgewatch.org)*

*Elena Ruth Sassower, Coordinator*

BY FAX: 212-428-2155 (5 pages)

BY MAIL

July 6, 2000

Michael Colodner, Counsel  
Office of Court Administration  
25 Beaver Street  
New York, New York 10004

RE: Setting the Record Straight:  
Fax Your Letters Next Time

Dear Mr. Colodner:

Following today's public hearing on Susan Knipps' prospective appointment to the civil bench – at which I identified that CJA had received NO response from the OCA to its request for information as to Ms. Knipps' duties as Deputy Counsel to Chief Judge Kaye -- I went to CJA's postbox and discovered your mailed letter dated June 29<sup>th</sup>, enclosing the "title standard" for Deputy Counsel "used for Ms. Knipps' position". The letter arrived in an envelope bearing a meter stamp for June 30<sup>th</sup>, over which the post office had apparently placed its own stamp, bearing a July 1<sup>st</sup> P.M. date.

Next time, please FAX your responses to CJA's information requests – particularly when you know such requests to be time-sensitive and when subsequent communications put you on notice that we have received no response from you.

So that the record of today's public hearing will reflect that you did respond to CJA's June 27<sup>th</sup> request, albeit we had not received it, a copy of this letter, to which yours is attached, is being sent to the Mayor's Advisory Committee on the Judiciary. Likewise, a copy is being furnished to Ms. Knipps.

July 6, 2000

Finally, so that both the Mayor's Advisory Committee and Ms. Knipps can see that as recently as July 3<sup>rd</sup> we notified you that we had received no response to our June 27<sup>th</sup> letter, we will also attach a copy of CJA's July 3<sup>rd</sup> fax coversheet -- to which we received no response from you.

Yours for a quality judiciary,

A handwritten signature in black ink, appearing to read "Elena Ruth Sassower". The signature is fluid and cursive, with a long horizontal stroke at the end.

ELENA RUTH SASSOWER, Coordinator  
Center for Judicial Accountability, Inc. (CJA)

Enclosures

cc: Mayor's Advisory Committee on the Judiciary  
Susan K. Knipps, Deputy Counsel, Chief Judge Judith Kaye

7/19/00

TEM

74

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET  
NEW YORK, NEW YORK 10004

MICHAEL COLODNER  
Counsel

June 29, 2000

JC  
Chie

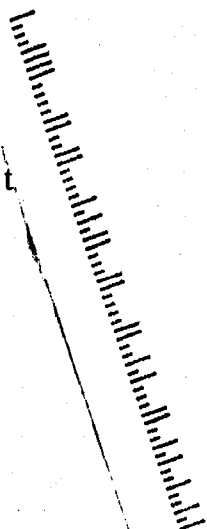
Elena Ruth Sassower, Coordinator  
Center for Judicial Accountability, Inc.  
P.O. Box 69, Gedney Station  
White Plains, New York 10695-0069

El  
Ce  
P.O.  
White

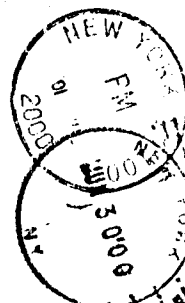
10695-0069

Dear M.

standard 1  
Deputy Co  
for Deputy  
Office, it wa  
to a judge w  
typical duties t



MC/job



ing the title  
the title of  
standard  
counsel's  
counsel  
of the

rec'd 7/6/00



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
25 BEAVER STREET  
NEW YORK, NEW YORK 10004  
(212) 428-2160

JONATHAN LIPPMAN  
Chief Administrative Judge

MICHAEL COLODNER  
Counsel

June 29, 2000

Elena Ruth Sassower, Coordinator  
Center for Judicial Accountability, Inc.  
P.O. Box 69, Gedney Station  
White Plains, New York 10605-0069

Dear Ms. Sassower:

I have received your letter of June 27, 2000, requesting the title standard for the position held by Susan Knipps, who is classified in the title of Deputy Counsel and assigned to Chief Judge Kaye. Attached is the title standard for Deputy Counsel. While the title standard is drafted to apply to Counsel's Office, it was used for Ms. Knipps' position because she serves as legal counsel to a judge who performs administrative duties, and she performs many of the typical duties that are included in the title standard.

Very truly yours,

Michael Colodner

MC/job

**DISTINGUISHING FEATURES OF WORK:**

Deputy Counsel have formal supervisory responsibility for a specific function or field of law which relates to the development and implementation of court policies and the administration of the Unified Court System. Deputy Counsel work under the general direction of Counsel to the Office of Court Administration and are significantly involved in supervising subordinate staff and assisting in the overall management of Counsel's Office. Deputy Counsel analyze and advise court administrators on legal issues and questions presented by administrative rules, legislation, and litigation that are complex and specialized or that have serious implications for court administration. They also perform other related duties.

**TYPICAL DUTIES:**

Represents Counsel to the Office of Court Administration in Counsel's absence.

Testifies before legislative committees.

Assists in the development and uniform implementation of court policies and procedures.

Assigns legal research to attorneys in Counsel's Office, monitors and evaluates performance, and provides guidance and assistance.

Advises Counsel and the Chief Administrator on matters relating to special functional or substantive areas such as Family Court procedures or litigation.

Acts as professional staff to special advisory committees which includes preparing materials for meetings, assisting in the preparation of annual reports, and working directly with committee members.

Researches and prepares briefs and other legal documents and appears on behalf of court administrators in trial and appellate litigation and administrative proceedings which involve multiple or complex legal issues, or which have broad implications for court administration.

Analyzes reports, enacted legislation, and case law involving complex or sensitive issues and questions and prepares confidential commentary on the legal implications.

Researches and prepares legislative proposals and administrative rules and regulations.

Drafts correspondence in response to complaints, questions, and requests for information from the public, lawyers, judges, non-judicial employees, and other government agencies.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to write clear and concise prose.

Ability to handle sensitive matters on a confidential basis.

Knowledge of the laws and rules governing civil, criminal, and appellate practice, the New York State and Federal Constitutions, administrative law, legal terminology, and forms.

**Knowledge of trial, hearing, and administrative procedures.**

Ability to organize factual and legal data into clear and logical sequences.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to communicate orally in a clear and succinct manner and to communicate technical language to laymen.

Ability to interpret laws, rules, and regulations.

Knowledge of interviewing techniques.

Ability to work independently.

Knowledge of the legislative process.

Knowledge of civil, criminal, or family law practice and litigation.

Ability to train, supervise, and coordinate the activities of legal and clerical staff.

Ability to establish work priorities.

Ability to analyze and solve problems.

Ability to evaluate staff performance against job requirements.

**QUALIFICATIONS:**

Admission to the New York State Bar;

**and**

Two (2) years of service in the Associate Counsel title;

**or**

Equivalent legal experience.

**CENTER for JUDICIAL ACCOUNTABILITY, INC.**

*P.O. Box 69, Gedney Station  
White Plains, New York 10605-0069*

*Tel. (914) 421-1200  
Fax (914) 428-4994*

*E-Mail: [judgewatch@aol.com](mailto:judgewatch@aol.com)  
Web site: [www.judgewatch.org](http://www.judgewatch.org)*

*Elena Ruth Sassower, Coordinator*

BY FAX: 20 pages

TO: CHIEF JUDGE JONATHAN LIPPMAN  
[By Fax: 212-428-2188]  
MICHAEL COLODNER, COUNSEL  
[By Fax: 212-428-2155]  
SHERRILL R. SPATZ, SPECIAL INSPECTOR GENERAL  
FOR FIDUCIARY APPOINTMENTS  
[ATT: Georgina: c/o Chief Judge Lippman]

FROM: Elena Ruth Sassower, CJA Coordinator

RE: CJA's June 30, 2000 letter to Chief Judge Kaye

DATE: July 3, 2000

On Friday, June 30<sup>th</sup>, I delivered to the OCA three copies of CJA's letter of that date, addressed to Chief Judge Judith Kaye – to which you are each indicated recipients.

Please supersede that letter with the enclosed version. The most significant changes are itemized by CJA's July 3<sup>rd</sup> letter to the Mayor's Advisory Committee on the Judiciary, which is also enclosed.

Finally, this further reiterates that we have still received no response from Mr. Colodner's office to our June 27<sup>th</sup> letter to him. The June 27<sup>th</sup> letter is Exhibit "B" to CJA's June 30<sup>th</sup> letter, described at footnote 5 therein.

Thank you.

*Elena Ruth Sassower*

TRANSMISSION VERIFICATION REPORT

TIME : 07/03/2000 13:38

NAME : CJA

FAX : 9144284994

TEL : 9144211200

DATE, TIME	07/03 13:25
FAX NO./NAME	12124282155
DURATION	00:12:43
PAGE(S)	20
RESULT	OK
MODE	STANDARD ECM