

Final exam study suggestions!

The exam will address all material we have covered since the beginning of the semester!

You should review the midterm exam and all quizzes; all class notes (especially your own, but also those posted on OpenLab); all assigned readings; all class exercises and homework assignments!!

You are welcome to use the maps and charts of the court system, and the link to the CPLR available through the NYS government website, all posted on OpenLab, while you take the exam!

You may NOT use any other sources or materials, on the Internet or elsewhere, during the exam! If you do, you will get a zero.

You should focus your studying (but not limit it) to the following terms and concepts:

- what "civil law" and "civil procedure" mean
- the body of rules that govern civil procedure (full name and abbreviation)
- standard of proof in civil proceedings
- titles of parties (e.g., plaintiff/defendant; petitioner/respondent; appellant/appellee)
- types of claims, including counterclaims and cross-claims
- types of civil remedies: damages (including the various types); injunctive relief; declaratory relief
- our hierarchical court system (three tiers/levels)
- distinct roles of trial courts, intermediate appellate courts, and highest appellate courts
- NY and federal court systems, structure and jurisdiction
- the various forms of jurisdiction (e.g., geographic, subject matter, original, appellate, general, limited, concurrent, exclusive, personal ("*in personam*"), federal question, diversity, etc.)
- non-domiciliary
- long arm jurisdiction / New York's Long Arm Statute
- due process
- names of the current Chief Judge of the New York Court of Appeals and current Chief Justice of the US Supreme Court
- civil causes of action (tort claims such as assault, battery, conversion, negligence; contract claims)
- commencing an action
- venue (and the various options for proper venue)
- summons and complaint; summons with notice
- pleadings (including pleading requirements under CPLR Article 30)
- preparation of papers
- service of papers
- statutes of limitations
- disclosure (discovery)

You should expect to answer questions related to these CPLR sections/rules (among others we have discussed):

- § 104 (Construction)
- Article 2 (Limitations of time—including provisions setting limits for particular actions, to be specified)
- § 302 (Personal jurisdiction by acts of non-domiciliaries)
- 503 (Venue)
- 3101 (Scope of disclosure)

STUDY HARD!! Preparation is the key to success. ☺