

**Final exam study suggestions!**

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

**You should review** all class notes (especially your own, but also those posted on OpenLab); all assigned readings (C&W, etc.); all class exercises and homeworks; all quizzes; and the midterm exam!!

**You should bring** the CPLR and a writing instrument! You may also bring the maps and charts on the court systems that you were provided in class and are posted on OpenLab.

**You should focus particularly** (though not exclusively) on the following terms and concepts:

- what "civil law" means
- what "civil procedure" means
- the body of rules that govern civil procedure (full name and abbreviation)
- differences between civil and criminal law
- standard of proof in civil proceedings
- titles of parties: plaintiff/defendant; petitioner/respondent; appellant/appellee
- types of claims, including counterclaims and cross-claims
- joinder of claims; consolidation of claims
- types of civil remedies: damages (including the various types); injunctive relief; declaratory relief
- amount in controversy
- 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
- certiorari
- 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
- minimum contacts
- current Chief Judge of the New York Court of Appeals and Chief Justice of the US Supreme Court
- civil causes of action (tort claims such as assault, conversion, negligence, battery; contract claims)
- commencing an action
- venue
- summons and complaint; summons with notice
- blueback; verification
- pleadings (including pleading requirements under CPLR Article 30)
- preparation of papers
- service of papers (including the various methods we discussed, such as personal service)
- proof of service
- statutes of limitations (including the policy reasons for them)
- disclosure (discovery)

**You should be particularly familiar** with these CPLR sections/rules, including their meaning and purpose:

- 104
- Article 2 (including 201, 203, 214, 214-a, 215, and other provisions setting limits for specific actions)
- 302, 304, 305, 306, 306-b, 308
- Article 5 (including 503, 510)
- 601, 602
- 2101, 2103
- 3013, 3014, 3016, 3017, 3020