



Nora Anderson

For Surrogate

Experience We Can Trust:

- ★ **Nora** began her career as a Legal Aid Attorney before becoming Law Secretary to Supreme Court Justice Albert Williams. She later served as Chief Clerk to Manhattan Surrogates Eve Preminger and Renee Roth.
- ★ **Nora** now works for the probate firm of Seth Rubenstein, P.C., where she works hard every day to protect the rights of people and families with nowhere else to turn.

Working for Fairness in Our Courtrooms and Equal Justice for All

Nora's Plan for Reform:

- ★ **Appoint Pro Se Clerk:** Always have an attorney present in court to assist people and new attorneys in navigating the legal system
- ★ **Reduce Patronage:** Reform our courts so they serve all parties, and attorneys are accountable to the people they represent
- ★ **Protect the Elderly:** Make sure seniors know their rights, and that the court is there to help them and accessible to all

NORA'S COMMITMENT
 TO YOU
 As your judge, it will be my
 duty to address and identify
 your concerns and needs.



www.NoraIn08.com ★ (917) 536-8503 ★ Paid for by "Anderson for Surrogate"

★ **September 9, Vote NORA ANDERSON Surrogate Judge** ★

NORA S. ANDERSON

Brooklyn Law School Juris Doctor	1982
Northeastern University Graduate Studies Microbiology	1975
Hampton Institute (now Hampton University) Bachelor of Arts, Biology	1973

**PROFESSIONAL EXPERIENCE
(LAST 25 YEARS)**

- Seth Rubenstein, P.C.** **1999 - Present**
Brooklyn, New York
Associate
- Concentration in estate litigation in five boroughs of New York City and surrounding counties.
 - Successfully tried 95% of a dozen contested probate, accounting and 9/11 proceedings and successfully argued 85% of ten appeals in Appellate Division, 1st and 2nd Depts.
 - Handled estates ranging from \$500,000 to \$700,000,000. Client contact, settlement negotiations, legal research, brief writing, preparation of motion papers and extensive oral argument, heavy conduct of depositions.
- New York State Office of Court Administration, Surrogate's Court** **1996-1999**
New York, New York
Chief Clerk and Deputy Chief Clerk
- Appointed Deputy Chief Clerk in 1996 and Chief Clerk in 1997.
 - Responsible for management of the Surrogate's Court with respect to case processing and the supervision of a staff of 65 clerical and professional court personnel.
 - Oversaw the creation and expansion of the Court Information System and Data Entry Department, implemented one-to-one computer to employee ratio, and user-friendly computer procedures and policies to accommodate public access to new automation.
 - Served on state-wide committee to develop uniform format for all Surrogate's Court forms.
 - Changed system for generating, storage and printing of court documents to fully utilize expanding automation and eliminate potential for loss.
 - Established uniform intake procedures for objections and issuance of citations.
 - Established and implemented plan to monitor and generate revenue for delinquent ET-90 filings.
 - Aggressively pursued compliance with Equal Employment Opportunity requirements.
 - Implemented procedures to provide easy access and assistance to pro se litigants.
 - Tightened internal security to prevent loss and to facilitate public access to new automation.
 - Reconfigured seven departments to allow maximum usage of available space and improve the public's access to employees

Powell & Anderson, Attorneys at Law

1993 - 1996

New York, New York

Partner in two-person law firm.

- Partner in two attorney firm engaged in general practice of law, with concentration in employment discrimination, state and federal, criminal and civil litigation. Clients included individuals, not-for-profit organizations and small businesses. Duties entailed the general practice of law, including client interviews, negotiation and settlement discussions, pursuing administrative actions with governmental agencies, and legal actions in state and federal district courts, extensive motion and trial practice and federal appeals.

New York State Office of Court Administration, Supreme Court

1986-1992

New York, New York

Senior Law Clerk to the Hon. Albert P. Williams

- Advised Supreme Court Judge (Criminal Term) in determination of motions, hearings and trials, decisions and sentences. Researched legal issues and drafted judicial decisions. Conducted all pretrial conferences between prosecutors and defense attorneys. Established system of monitoring cases under newly implemented IAS. Supervised court personnel assigned to judge.

Legal Aid Society

1982-1986

New York, New York

Trial Attorney, Criminal Defense Division

- Represented indigent clients in all phases of criminal defense, including felony and misdemeanor trials, pretrial and post-conviction hearings, and motion practice.
- Maintained complete responsibility for each case from initial client interview and arraignment through final disposition.

New York City Department of Parks and Recreation

1978-1982

Special Assistant to General Counsel

- Negotiated and drafted contracts, including licenses, concession agreements, restrictive covenants and consultation agreements.
- Liaison with corporation counsel for department litigation.
- Researched legal issues and legislation and prepared legal memoranda, affidavits and Commissioner's determinations on construction contract disputes.
- Developed and assisted in administration of agency Sexual Harassment Complaint Unit.
- Prepared annual and quarterly Equal Employment Opportunity reports.

ABBREVIATED EXPERIENCE (BEFORE 1982)

United States District Court, Southern District of New York

Intern to the United States Magistrate Ruth V. Washington

New York City Department of Parks and Recreation

Planner, Office of Planning and Government Assistance

New York City Office of Court Administration

Planning Assistant, New York County Family Court

Harvard University School of Public Health, Department of Tropical Public Health

Research Assistant

Capital International Airlines

Flight Attendant