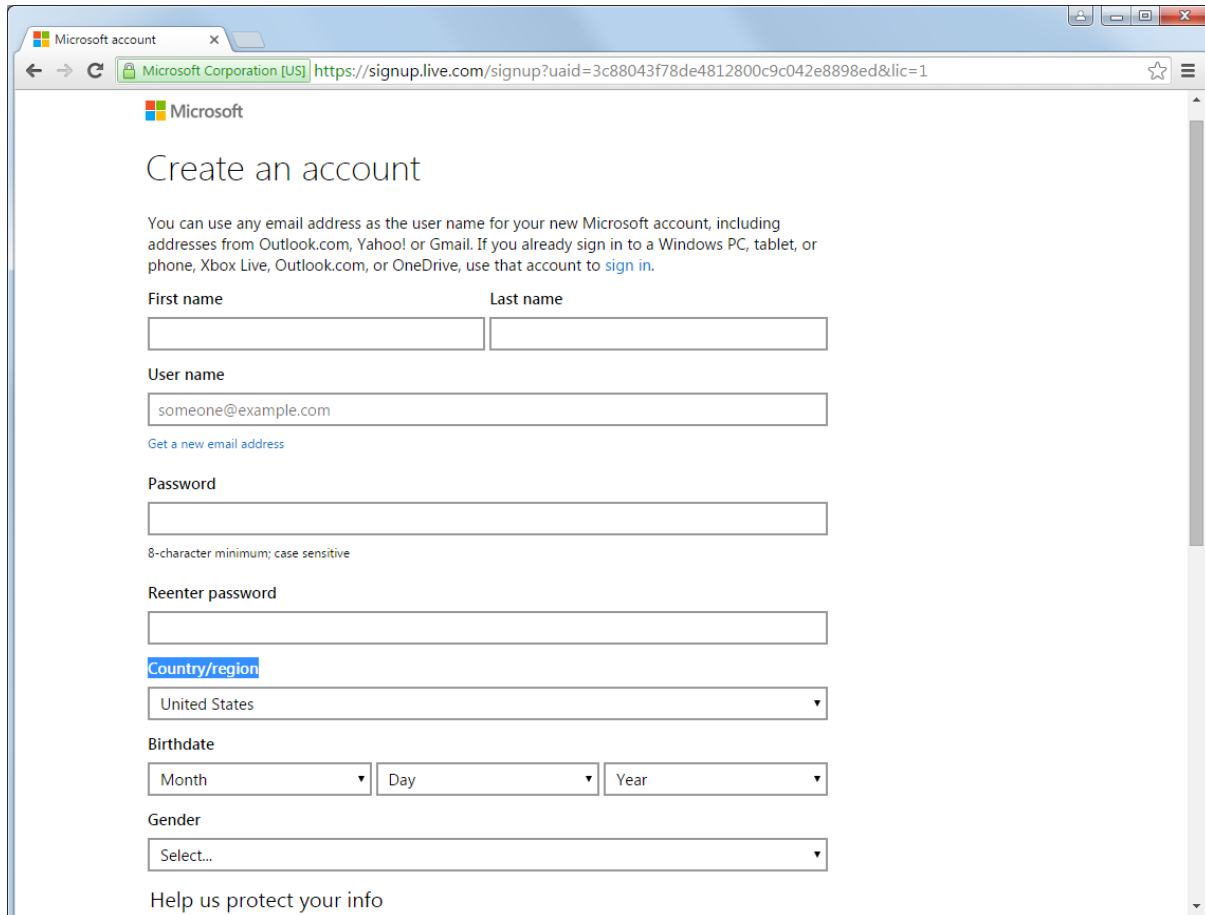


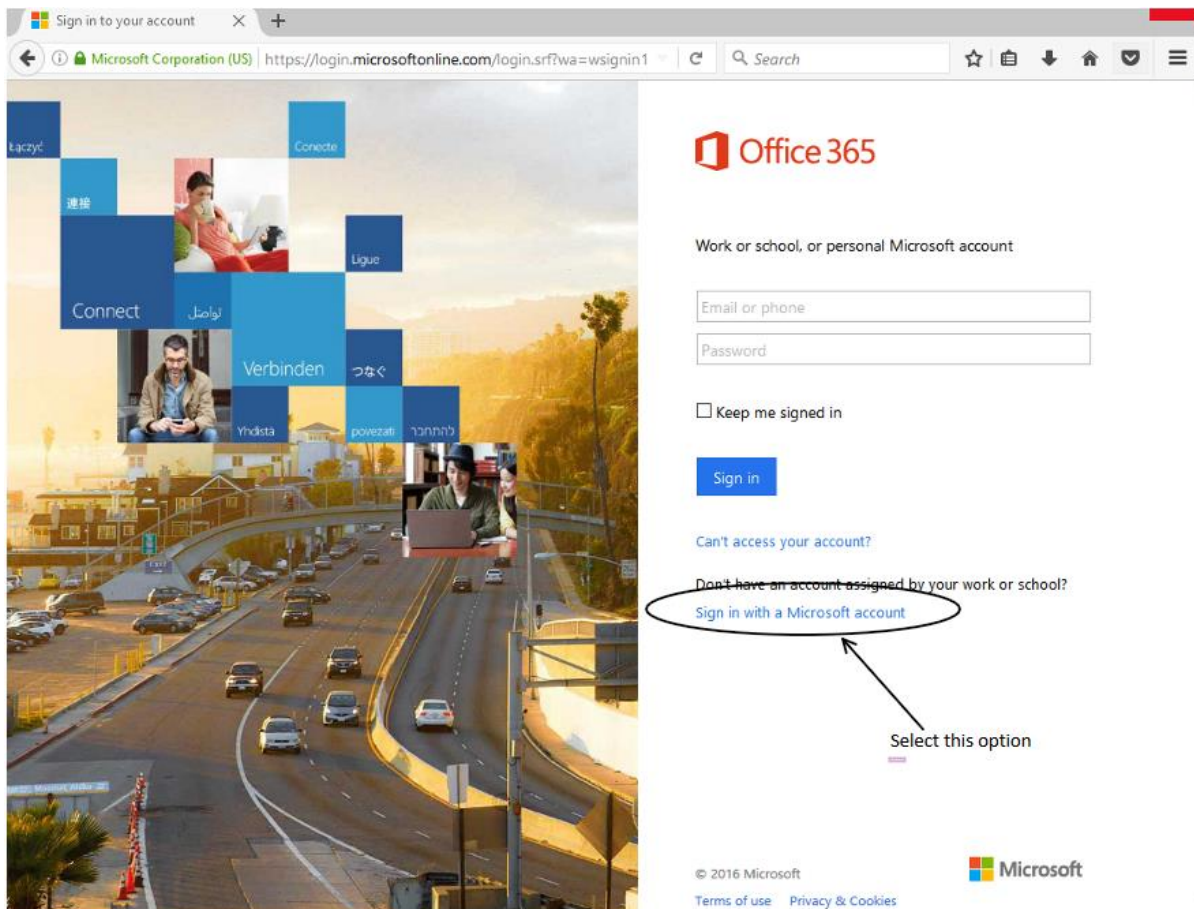
NEW YORK LEGAL EDUCATION OPPORTUNITY (LEO) PROGRAM
ACCOUNT CREATION INSTRUCTIONS

1. Please use Internet Explorer to fill out the application.
2. Please create a Microsoft Live account:

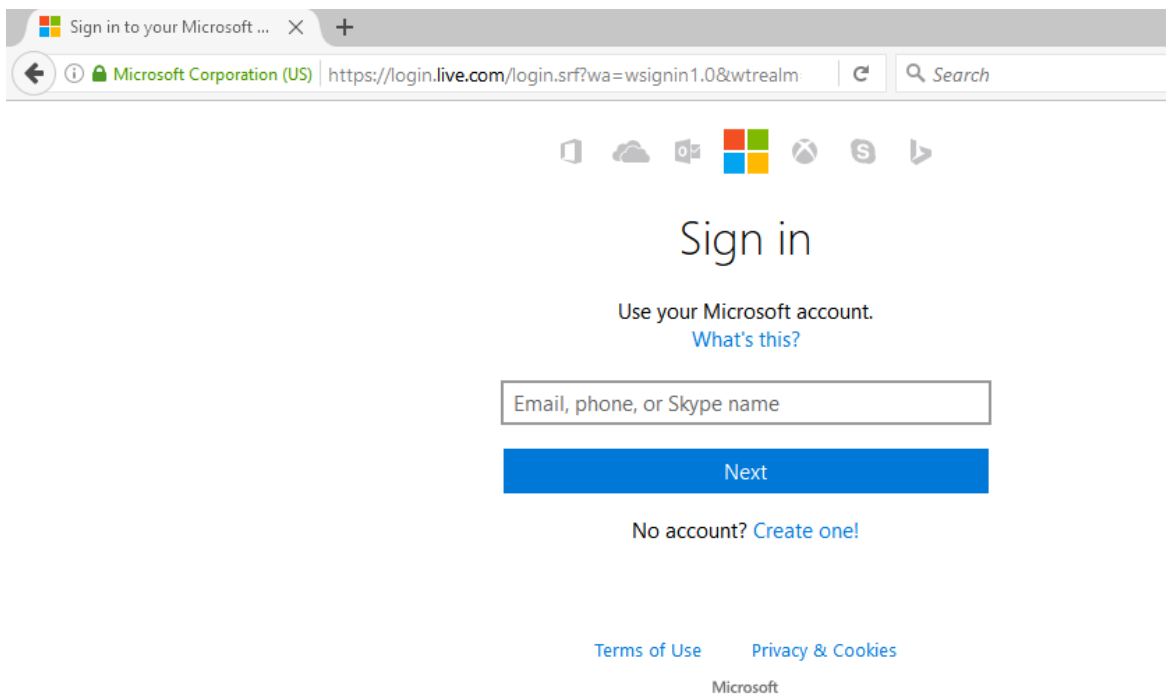
i. Go to: <https://signup.live.com> and follow instructions to create your account.

A screenshot of a web browser window showing the Microsoft account creation page. The browser's address bar displays the URL: https://signup.live.com/signup?uaid=3c88043f78de4812800c9c042e8898ed&lic=1. The page content includes the Microsoft logo, the heading "Create an account", and a paragraph explaining that any email address can be used. Below this are several input fields: "First name" and "Last name" (two separate boxes), "User name" (containing "someone@example.com"), "Password" (with a note "8-character minimum; case sensitive"), "Reenter password", "Country/region" (a dropdown menu set to "United States"), "Birthdate" (three dropdown menus for "Month", "Day", and "Year"), and "Gender" (a dropdown menu set to "Select..."). At the bottom of the form area, there is a link that says "Help us protect your info".

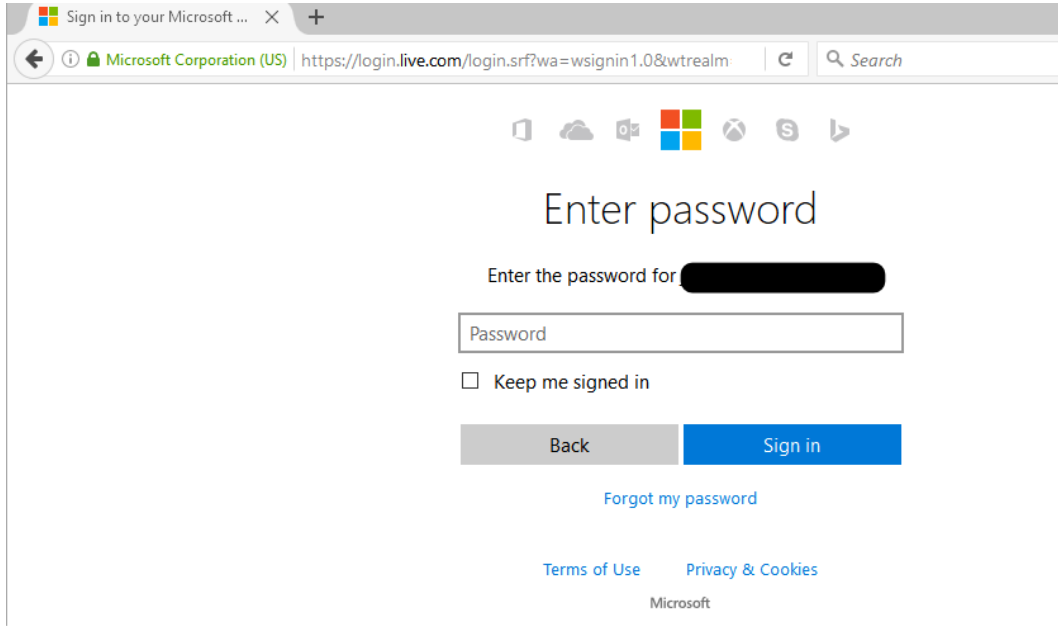
- ii. You will be asked for information such as your First and Last name, email address and asked to set a pass word for your account.
3. Once your Microsoft Live account has been created, please send the account information to NYLEO@nycourts.gov.
4. Upon receipt, you will be sent a link to access the application.
5. To access the site and begin the application process, you will need to sign in with your new Microsoft Live account (screens below):



Once the link is selected, you will be redirected to the Live site to sign in. Enter your email used to create your Microsoft Live Account:



Enter your password:



Once signed into the site, you may begin a new or review a saved application.

Office 365

New York State
Unified Court System

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New York Legal Education Opportunity (LEO) Program

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Applications for the SUMMER 2017 program are due on **March 24, 2017**.

All applications must be submitted with the following documents attached in PDF format.

Please save all documents in the following format: LastName.FileName. For example: Smith.resume.PDF

- **Two Letters of Recommendation:** At least one letter should be from a faculty member of your college.
- **Resume:** A one-page resume which documents your education, work experience, extracurricular activities, community involvement, honors and awards.
- **Academic Transcript:** From the university or college that granted your degree; may be unofficial copy.
- **LSAT Report:** A copy or printout of the report is sufficient.
- **List of Law Schools:** A list of all law schools to which you have applied this year and current status (pending, admitted, wait-list, denied)
- **FAFSA Report:** A copy or printout is sufficient.
- **Personal Statement:** Provide a personal statement of two double-spaced pages describing the significant personal and educational life events that led you to apply to law school, including why you think you can benefit from the NY LEO Program. You may include any other personal information that you believe would be relevant to your suitability to be admitted to NY LEO.

[Click here to begin a NEW application](#)

[Click here to review your SAVED application](#)

Saved applications may be modified until the March 24, 2017 deadline