

# **NEW YORK STATE BOARD OF LAW EXAMINERS**



## **NEW YORK STATE BAR EXAM HANDBOOK**

**NEW YORK STATE BOARD OF LAW EXAMINERS  
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**[www.nybarexam.org](http://www.nybarexam.org)**

# NEW YORK STATE BAR EXAMINATION HANDBOOK

*The bar examination is held on the last Tuesday and Wednesday of February and July, with the New York local section given on Tuesday and the MBE on Wednesday. Applications must either be filed on-line or received in the Board's office during the month of April for the summer examination and during the month of November for the winter examination. An application is considered filed when it is filed electronically on-line at the Board's website or otherwise received in the Board's office together with the prescribed fee during the application period as defined below.*

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## **EXAMINATION**

FEBRUARY

JULY

## **APPLICATION FILING PERIOD**

November 1 – November 30

April 1 – April 30

**Attention Re-Applicants:** If you took and failed the immediately preceding examination, the deadline for receipt of a re-application is 14 days from the date of the Board's release of the examination results or by the last day of the filing period, whichever is later. Re-applicants who did not sit for the immediately preceding examination must file their re-application in accordance with the filing dates set forth above.

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**APPLYING TO SIT FOR THE BAR EXAMINATION** – Applicants may apply to sit for the bar examination by either filing an on-line application or by contacting the Board's office to request a paper application, which must be received in the Board's office during the filing period. To access the on-line application on the Board's website click on the quick link for On-Line Application located on the homepage.

**APPLICATION FEE** - The application fee for the New York State bar examination is \$250. If you choose to file the on-line application, the only acceptable form of payment is a credit card (Visa and Master Card only). Debit cards are not accepted. At this time, the only way to use a credit card for payment is by filing an on-line application. The Board cannot accept credit card payment by mail or by phone. It is highly recommended that you apply online, but if you choose to file a paper application by mail, the only acceptable forms of payment are as follows: certified check or cashier's check drawn on a U.S. bank, U.S. Post Office money order, or a money order drawn on a U.S. bank or financial institution. All payments should be made payable to: "NYS Board of Law Examiners." **PERSONAL CHECKS ARE NOT ACCEPTED AND PLEASE DO NOT SEND CASH.**

**BOLE ID #** - Upon application to the bar examination, each applicant will be assigned a unique Identification Number by the Board called a BOLE ID Number. If you apply on-line, your BOLE ID# will appear on the Invoice/Confirmation page after you have electronically submitted your application. If you apply by mail, your BOLE ID Number will be included on the Letter of Acknowledgement that the Board will send you after your application has been received and processed at the Board office. You should retain your BOLE ID Number and use it for all future correspondence, oral, written or otherwise, with the Board office. After you have been qualified and prior to the dates of the examination, you will be issued a Seat Number which will be used to identify your examination papers.

**NON-STANDARD TEST ACCOMMODATIONS** - It is the policy of the New York State Board of Law Examiners (Board) to provide accommodations in testing conditions to applicants with disabilities who are qualified candidates for the bar examination to the extent such accommodations are timely requested, reasonable, not unduly burdensome, consistent with the nature and purpose of the examination, and necessitated by the applicant's disability. If you are requesting test accommodations based on a disability, **a separate paper ADA application must be filed.** You should also consult Board Rule 6000.4 and the ADA Application packet which may be downloaded from the Board's website. You may also request a copy by contacting the Board office at (518) 452-8700. The deadline for filing a complete application for Non-Standard Test Accommodations is the same as the deadline for filing an application to take the examination (April 30 for the July exam; November 30 for the February exam).

**LAPTOP PROGRAM** - At the time of application to the bar exam, applicants may elect to register for the laptop program which will permit applicants to use their personal laptop computers with security software to word-process answers to the essay portion of the bar examination. The Board has elected to use Examsoft Worldwide's SofTest software as the security software for the bar examination. There is a \$100 non-refundable technology fee that applicants will be required to pay directly to Examsoft which will handle the registration, software download and qualification of laptops for use on the bar examination. As is the case with the use of any technology, there are certain risks associated with participation in the Laptop Program. In the event of any technical difficulties, laptop participants will be required to immediately switch to handwriting their essay answers.

Laptop participants must provide their own laptop computer which must meet or exceed the following minimum system requirements:

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB
- Drives = 50 MB of free space
- Operating System = English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7. SofTest cannot be used in virtual operating systems.
- Software = Internet Browser
- Internet Access for SofTest Installation, Exam Download and Upload
- AOL Users - Version 6.0 or higher required
- Screen Resolution must be 1024x768 or higher

It is not possible to take secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment.

### **Apple Macintosh Users:**

Users with Apple's Mac OS X Leopard (v. 10.5) or Mac OS X Snow Leopard (v. 10.6) laptops can run SofTest in Windows XP or Vista installed via [Apple's Boot Camp](#). There may also be additional steps required for your laptop to function properly with the software. The deadline to register will not be extended. Therefore, if you plan to use an Apple Macintosh laptop, it is recommended that you register your laptop early. If you wait until the end of the registration period and encounter difficulties, the deadline cannot be extended

To participate in the laptop program applicants need to follow the following instructions:

1. Carefully review the above minimum system requirements. If your laptop does not meet the minimum system requirements, you should not register for the laptop program.

2. Carefully review the “*Notice to Participants in the New York Bar Examination Laptop Program.*” a copy of which is located on the laptop page of the Bar Exam Application.
3. Click the “Yes” box in response to the laptop question on the Bar Exam Application.
4. Click the box on the Bar Exam Application acknowledging that you have reviewed and understand the “*Notice to Participants in the New York Bar Examination Laptop Program.*”
5. All communications regarding the laptop program will be made by email. If you do not supply a valid e-mail address on your Bar Exam Application you will not be assigned to the laptop program.
6. After the application filing period ends applicants who selected laptop will be contacted by email with instructions for registering with Examssoft and information regarding laptop test center assignments.

There are risks associated with renting or borrowing a computer for use on the bar examination. If you no longer have access to the computer after the conclusion of the examination, you may not be able to retrieve files which may be necessary in the unlikely event that portions of your essay answers are missing. Should you choose to rent or borrow a computer, you should arrange to keep the computer until after the results of the examination have been released.

**PART 6000 OF THE RULES OF THE STATE BOARD OF LAW EXAMINERS [22 NYCRR § 6000]** – The Board rules set forth the requirements for application to the exam, fees, transfer of MBE scores, test accommodations, seating assignment, examination content and form, grading, fraud and dishonesty, etc. Applicants are expected to be familiar with and to comply with the requirements of Board Rule 6000, a copy of which is available on the Board’s website.

**COURT OF APPEALS RULE 520 [22 NYCRR § 520]** Rule 520 sets forth the eligibility requirements for qualifying to sit for the New York State bar examination. It is strongly recommended that applicants carefully review Rule 520 of the Rules of the Court of Appeals, a copy of which is available on the Board’s website, to ensure that they meet the eligibility requirements to sit for the examination. The Board has no authority to waive any of the requirements of Rule 520.6, such power being vested solely in the Court itself.

**DOCUMENTATION (“PROOFS”) TO BE SUBMITTED TO THE BOARD IN SUPPORT OF YOUR APPLICATION** – The documentation that you will be required to submit to the Board to support your eligibility to sit for the bar examination will depend on the subsection of Rule 520 that the applicant is basing their eligibility. It is strongly recommended that the applicant carefully review the relevant sections of Court of Appeals Rule 520 before submitting an application.

**1. Graduation from an ABA approved law school with a Juris Doctor Degree (Court of Appeals Rule 520.3)** Carefully review the eligibility requirements of Section 520.3 of the Rules of the Court of Appeals including the residency requirements of subdivision (d) and (e). **PROOFS REQUIRED:** (a) Your law school must file either the *Law School Certificate of Attendance form or an official transcript of your law study, and your handwriting sample.* Neither the Law School Certificate of Attendance nor the transcript should be filed prior to the completion of your study. (b) If you were given credit for study from another law school, you will need to furnish a transcript of the transfer credits; (c) The completed Handwriting Sample Form is available on the Board’s website by clicking on “Bar Exam Applications & Forms.” The required proofs must be received at the Board office no later than February 1<sup>st</sup> for the February examination and June 15<sup>th</sup> for the July examination.

**2. Law Office Study (Court of Appeals Rule 520.4) - PROOFS REQUIRED:** (a) You must file the Applicant's Affidavit of Law Office Study form, a copy of which may be downloaded from the Board's website by clicking on "Bar Exam Applications & Forms."; (b) a certified copy of the Certificate of Commencement of Clerkship that was filed with the Office of the Clerk of the Court of Appeals; (c) an official transcript of your law school study, unless you provided it previously; (d) your completed handwriting sample certified by the attorney for whom you clerked; and (e) an affidavit from the attorney(s) for whom you clerked. Information on the content of the Attorney's Affidavit is available by clicking on the law office study forms in the "Bar Exam Applications & Forms" section of the Board's website. The required proofs must be received at the Board offices no later than February 1<sup>st</sup> for the February examination and June 15<sup>th</sup> for the July examination.

**3. Graduation from an Unapproved Law School in the United States with a Juris Doctor Degree (Court of Appeals Rule 520.5)** Also, carefully review the eligibility requirements of Section 520.3 of the Rules of the Court of Appeals to ensure that the law school program of study that you followed complies with the instructional and residency requirements of the Rule. **PROOFS REQUIRED:** (a) Your law school must file the Law School Certificate of Attendance form, a copy of which may be downloaded from the "Bar Exam Applications & Forms" section of the Board's website; (b) Proof of admission to practice in another jurisdiction or jurisdictions; (c) An affidavit from the applicant setting forth the periods and places of law practice including the dates and names of employers; (d) Affidavits from supervising attorneys, partners, judges, etc. confirming proof of practice for five of the seven years preceding application to the New York bar exam; (e) Your completed handwriting sample certified by a Notary Public. The required proofs must be received at the Board office no later than February 1<sup>st</sup> for the February examination and June 15<sup>th</sup> for the July examination.

**4. Foreign Law School Study (Court of Appeals Rule 520.6)** – While an advanced evaluation of academic credentials is not required, we recommend that foreign educated applicants have their qualifications evaluated at least six months in advance of making application to sit for the examination. More detailed information on this section is available by clicking on the Foreign Legal Education section on the Board's website. **PROOFS REQUIRED:** (a) If you obtained an advance evaluation from the Board of your eligibility to sit for the bar examination, the only proofs required (provided that you previously submitted official transcripts from each law school attended) are a copy of the Board's letter of eligibility, your handwriting sample certified by a Notary Public and, if applicable, a final official transcript of your U.S. law school study to be furnished directly to the Board by the law school no later than February 1st for the February examination and June 15<sup>th</sup> for the July examination. (b) If your academic credentials have not already been evaluated by the Board, it is too late to request an advance evaluation at this time. Under the cover of a separate letter, you should forward to the Board offices no later than February 1st for the February examination or June 15<sup>th</sup> for the July examination, the supporting documentation requested in the Legal Education Section located on the Board's website at [www.nybarexam.org](http://www.nybarexam.org), together with your handwriting sample certified by either a Notary Public or an official at your U.S. law school. Your cover letter should reference that you have filed an application to sit for the next examination. Once all of the applications are processed, our staff will begin to review the proofs for compliance with Section 520 of the Rules of the Court of Appeals, and you will be contacted should there be any question concerning your eligibility to sit for the bar examination. Due to the large volume of applications and documentation received, such decisions may not be made until two weeks prior to the date of the examination.

**HANDWRITING SAMPLE** – Must be completed by **all applicants** for the bar examination. Carefully review the instructions accompanying the handwriting specimen form for the appropriate official to verify/witness your handwriting. The Specimen of Applicant's Handwriting Form may be downloaded from the Board's website by clicking on "Bar Exam Applications & Forms" on the homepage of the Board's website at [www.nybarexam.org](http://www.nybarexam.org) and is also available in this paper

application. A handwriting specimen is considered filed when it is received in the Board's office by the following deadlines: FEBRUARY 1<sup>st</sup> for the FEBRUARY exam and JUNE 15<sup>th</sup> for the JULY exam.

**LAW SCHOOL CERTIFICATE OF ATTENDANCE FORM (Applies only to those applicants qualifying on the basis of graduation with a juris doctor degree from an ABA Approved Law School under Section 520.3 of the Rules of the Court of Appeals or an Unapproved Law School in the U.S. under 520.5)** – The applicant should have this form completed by a duly authorized law school official in order to confirm the applicant's compliance with the eligibility requirements of Section 520.3 or 520.5 of the Rules of the Court of Appeals of the State of New York. The completed form must be sent to the Board by the law school and not by the applicant. Alternatively, the law school may forward an official transcript to the Board office. Please note that if you attended more than one law school we will require a transcript from each law school attended. A copy of the Law School Certificate of Attendance Form may be downloaded from the Board's website by clicking on "Bar Exam Applications & Forms" on the homepage of the Board's website at [www.nybarexam.org](http://www.nybarexam.org) and is also available in this paper application. The Law School Certificate of Attendance Form is considered filed when it is received in the Board's office by the following deadlines: FEBRUARY 1<sup>st</sup> for the FEBRUARY exam and JUNE 15<sup>th</sup> for the JULY exam.

**DEADLINE FOR THE BOARD'S RECEIPT OF ALL "PROOFS" IN SUPPORT OF YOUR ELIGIBILITY TO SIT FOR THE BAR EXAMINATION IS FEBRUARY 1<sup>ST</sup> FOR THE FEBRUARY EXAM AND JUNE 15<sup>th</sup> FOR THE JULY EXAM** - This includes transcripts, law school certificate of attendance form, handwriting sample, etc. If proofs are to be filed by your law school, it is your responsibility to request your law school to forward the necessary documentation to the Board office by the deadline. If your documentation is not timely received at the Board office, you will not be issued a seat ticket and your application to sit for the bar examination will be denied.

**TRANSFER OF MBE SCORES FROM ANOTHER JURISDICTION TO NEW YORK** An applicant taking the New York bar examination shall have the option to transfer to New York an MBE score from another jurisdiction that was attained either at a concurrent examination taken on the same day that such examination is given in New York or as part of a passing examination in another jurisdiction during any of the three administrations of the bar examination immediately preceding the administration during which the applicant sits for the New York section of the bar examination. The MBE scale score attained in such other jurisdiction will be combined with the applicant's scores on the New York section of the examination, in the same manner as if the applicant had taken the MBE in New York. An applicant who elects to use an MBE score from another jurisdiction as permitted above shall notify the Board of such election on the bar exam application, and shall make the arrangements to have such score timely transferred to New York.

**NOTE: An MBE score cannot be transferred from another jurisdiction when the score was part of a concurrent examination with New York where the applicant failed the New York bar examination. Also, if you fail the New York bar examination using a prior MBE score, you may not use that MBE score for any future administrations of the New York bar examination. MBE scores transferred from another jurisdiction will not be reported to candidates who are successful on the New York State bar examination.**

- (i) To transfer a concurrent or prior MBE score to New York from another jurisdiction the applicant must complete the MBE score transfer form available on the website of the National Conference of Bar Examiners (NCBE) and pay the prescribed NCBE score transfer fee. If the transferring jurisdiction handles the transfer of the MBE scores independent from the NCBE, then the applicant must follow that jurisdiction's rules. If the transferred MBE score was attained during one of the three prior administrations of the MBE, the applicant must also

provide proof from the other jurisdiction, on a form provided for that purpose by the Board, (available online and in this application packet) that the MBE score was attained as part of a passing examination in such other jurisdiction.

(ii) The transferred MBE score, and if necessary, proof from the other jurisdiction that the prior MBE score was attained as part of a passing examination, must be received in the Board's office no later than April 1 following a February examination, and no later than October 1 following a July examination. It shall be the applicant's responsibility to ensure that the Board receives the report of the transferred MBE score in a timely manner. Failure to timely transfer an MBE score to the Board, or failure to file the required proof of a passing examination from the other jurisdiction shall result in the nullification of an applicant's bar examination scores.

#### **TRANSFER OF MBE SCORE EARNED IN NEW YORK TO ANOTHER JURISDICTION**

An applicant taking the bar examination in New York may request the certification of an MBE score earned in New York to another jurisdiction. An applicant requesting certification of an MBE score earned in New York to another jurisdiction must direct such request to the Board's office using the MBE Transfer Form which may be downloaded from the Applications & Forms section of the Board's website. The applicant must also pay to the Board the \$50 fee prescribed in Section 6000.3(c) of the Board Rules.

**MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)** – All applicants who have passed the bar examination and are seeking admission to practice law in New York State must take and pass the Multistate Professional Responsibility Examination (MPRE) administered by the National Conference of Bar Examiners (NCBE) prior to being certified by the Board to the Appellate Division. The passing score in New York for the MPRE is 85. Applicants must designate New York as the jurisdiction to which the score should be reported or have an official score report sent to the Board by the NCBE. The MPRE can be taken before or after the bar examination, however, the applicant must pass the MPRE within three years either before or after passing the New York bar examination, as measured from the date the applicant sat for each examination. Thus, if it has been more than three years since an applicant took and passed the MPRE, the applicant will be required to re-sit and pass the MPRE before the applicant may be certified to the Appellate Division as having passed the bar examination. The MPRE is administered three times each year, in March, August and November. Applications and information regarding the MPRE is available from NCBE at <http://www.ncbex.org/multistate-tests/mpre/>.

**TEST CENTER LOCATIONS** - The examination is always held in Albany, New York City and Buffalo and may be given at other locations. As test sites are confirmed, the locations will be posted on the Board's website. We do not have any information regarding hotel accommodations in any of the locations. Most cities have a Visitors and Convention Bureau, and we suggest you contact that type of organization, or your travel agent, to obtain information.

**TEST CENTER ASSIGNMENTS** - In accordance with Board Rule 6000.5, each applicant admitted to the examination shall be assigned to a test center in one of the four judicial departments located in the State. Test center assignments will depend on the sites available for a given administration of the examination. Generally, applicants will be assigned to a test center in the department in which they reside; out of state residents will be assigned to sit for the exam in Albany, Buffalo, or Saratoga Springs.

**REQUESTS FOR CHANGE IN TEST CENTER LOCATION** - A change of the testing location to which you will be assigned may only be made in rare instances, and only upon a showing of good cause. Such requests must accompany your application and shall be in the form of an affidavit showing the location requested, the reason for the request, and supporting documentation if applicable

(i.e., medical necessity verified by a doctor's certificate). Mere convenience or geographical proximity is not considered good cause. If you are filing an On-Line Application, the Request for Change of Testing Location should be mailed to the Board office. Requests for Change of Testing Location will be decided based on good cause shown and the availability of seats. Please note that due to the availability of seats in Buffalo, the Board generally is able to accommodate all requests to change a seat location to the Buffalo site.

**CHANGE OF ADDRESS** - The Board must be promptly notified in writing of any changes in your residence, correspondence address or email address. Applicants have a continuing obligation until the release of the examination results to notify the Board **in writing** of any changes in their address either residence, correspondence or email. Every applicant who, after completing the examination, becomes a resident of the State or a full-time employee therein or who changes the place of residence or full-time employment in the State, shall file written notice with the Board. The department of the Appellate Division to which an applicant is certified shall be based on the most recent address at the Board's office as of May 1st following a February examination, or as of November 1st following a July examination.

**WITHDRAWAL FROM THE EXAMINATION** Should you decide to withdraw from the examination, you must notify the Board in writing, by fax or by mail as soon as possible. The application fee is non-refundable except in extremely limited circumstances. If there are extenuating circumstances causing you to withdraw, you may request a credit. All such requests must be in writing and accompanied by appropriate supporting documentation. The reason for the withdrawal and the supporting documentation will be reviewed by the Board to determine if there is a valid basis to credit the fee. If you applied on-line and paid your fee by credit card, you may be held responsible for any penalties incurred by the Board should you cancel the credit card charge for any reason.

**ABSENCE FROM EXAM OR ANY PART THEREOF** – Applicants must take all sections of the examination to be graded. In order for the examination to be graded the applicant must take both sessions of the New York section of the bar examination at the designated location in New York State and both sessions of the MBE section, either in New York State or in another jurisdiction or transfer a valid prior MBE score. Any applicant who is not present for both sessions of the New York section will not be permitted to take the MBE in New York on the following day. No applicant will be admitted to the examination more than one half hour after the examination session begins. An applicant who fails to appear for one session of the examination shall not be admitted to a later session.

**ADMISSION TICKETS** – Admission Tickets will generally become available to qualified applicants to print directly from the Board's website approximately two to three weeks before the date of the scheduled examination. Copies of admission tickets are no longer mailed to applicants so it is important to print a copy of your Admission Ticket from the Board's website. Applicants will need their BOLE ID Number to access their Admission Ticket on-line. Applicants must present their Admission Ticket to security in order to enter the examination. The seat number assigned in the Admission Ticket is the only means of identification throughout the grading process. Each seat at the examination has a number prominently displayed on a sticker. It is critical that applicants sit in the correct seat, and include the seat number on all examination materials.

**PHOTO IDENTIFICATION** - All applicants must bring an official picture ID to the examination, which will be checked at all four sessions. Acceptable forms of ID include a U.S. driver's license, a passport, or other **government issued** photo ID. A non-U.S. citizen who does not possess a driver's license issued by a U.S. state or territory must present a valid passport as identification. The name on your photo ID must match the name under which you filed your application.

**SECURITY POLICY** – Prior to the date of the bar examination, you should consult the Board’s website to review the security policy because it will be strictly enforced. A copy of the Security Policy will also be included on the Admission Ticket. Violations of the Security Policy (**including the possession of notes, highlighters, cell phones, PDA’s, iPod’s, MP3 players and other electronic devices in the testing room**) will be vigorously prosecuted by the Board and may result in the imposition of penalties as set forth in Board Rule 6000.9 (penalties may include but are not limited to nullification of scores, suspension from sitting for future exams, and notice to the Character and Fitness Committee).

**FRAUD, DISHONESTY AND OTHER MISCONDUCT (22 NYCRR § 6000.9)** – Board Rule 6000.9 covers acts of fraud, dishonesty and other misconduct in connection with the application to and the taking of the bar examination. It is recommended that all applicants carefully review Board Rule 6000.9 to familiarize themselves with the type of conduct that is prohibited and the penalties that may be imposed. Acts of fraud, dishonesty and other misconduct will be vigorously prosecuted by the Board and may result in the imposition of penalties as set forth in Board Rule 6000.9. Please note that writing or making any marks or erasures on your exam papers after time is called is strictly prohibited and will result in discipline under Board Rule 6000.9.

**ORAL AND WRITTEN INSTRUCTIONS GIVEN AT THE EXAMINATION** - Many problems can be avoided by listening to and reading the instructions given on the days of the examination. No applicant may leave the examination room (except to use the restroom in a center where they are located outside the room) without an Exit Pass, which can only be obtained from the proctor in your section after you have turned in all your examination papers. No applicant may leave their seat during the last 15 minutes of the session for any reason. Applicants who do not stop writing when time is called will be reported to the Board and may be found guilty of violating the Board’s rule covering Fraud and Dishonesty.

**ADMISSION INFORMATION AND LIST OF APPELLATE DIVISION DEPARTMENTS** - New York State’s Supreme Court, Appellate Division, is divided into four Judicial Departments. You will automatically be assigned to one of the Departments for admission to practice on the basis of your residence. If you reside outside New York State but are employed full-time therein, you are assigned on the basis of your employment address. Residence takes precedence over employment if you reside and work in New York State. If you neither reside nor work in New York State, you are assigned to the Third Department. Shortly after the examination, we will send each Department a list containing the names and addresses of the candidates who took the exam in their Department. They will then send admission information to the candidates on their respective lists. The forms are the same for all four Departments. **Any questions regarding these forms should be directed to the Appellate Division in the appropriate Department.** Please note that your application for admission must be filed within three years from the date of the initial letter sent by the Board notifying you that you have passed the bar examination. Candidates who are successful on the bar exam and the Multistate Professional Responsibility Examination will be certified by the Board for admission to the Department in which the last residence address we have on file for the candidate is located. It is, therefore, very important that you notify us immediately, **IN WRITING**, of any change of address. If you are a non-resident who is employed in New York State, be sure to include your employment address. Prior to certification it is not necessary to notify the Appellate Division of your change of address. Once you have been certified by our Board, however, any change must be made upon application to the Department to which you have been certified.

**FIRST DEPARTMENT**

**Contact -**

Committee on Character & Fitness  
First Judicial Department  
41 Madison Avenue, 26<sup>th</sup> Floor  
New York, NY 10010  
(646) 386-5893

**Counties -**

Bronx  
New York

**THIRD DEPARTMENT**

**Contact -**

State of New York  
Supreme Court, Appellate Division  
Third Judicial Department  
Attorney Admissions  
P.O. Box 7350, Capitol Station  
Albany, NY 12224-0350  
(518) 471-4778

**Counties -**

Albany	Delaware	Montgomery	St. Lawrence
Broome	Essex	Otsego	Sullivan
Chemung	Franklin	Rensselaer	Tioga
Chenango	Fulton	Saratoga	Tompkins
Clinton	Greene	Schenectady	Ulster
Columbia	Hamilton	Schoharie	Warren
Cortland	Madison	Schuyler	Washington

**SECOND DEPARTMENT**

**Contact -**

Committee on Character & Fitness  
Second Judicial Department  
Renaissance Plaza  
335 Adams Street, Room 2404  
Brooklyn, NY 11201  
(718) 923-6360

**Counties -**

Dutchess	Putnam	Rockland
Kings	Queens	Suffolk
Nassau	Richmond	Westchester
Orange		

**FOURTH DEPARTMENT**

**Contact-**

Admissions Office  
Supreme Court, Appellate Division  
Fourth Judicial Department  
50 East Avenue  
Rochester, NY 14604  
(585) 530-3100

**Counties-**

Allegany	Lewis	Oswego
Cattaraugus	Livingston	Seneca
Cayuga	Monroe	Steuben
Chautauqua	Niagara	Wayne
Erie	Oneida	Wyoming
Genesee	Onondaga	Yates
Herkimer	Ontario	
Jefferson	Orleans	