



# Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York

## New York State Supreme Court Appellate Division

### Form Affidavit as to Applicant's Compliance with the Pro Bono Requirements, Including Certification by Supervisor

**Instructions:** All applicants for admission to practice as attorneys in New York State must complete at least 50 hours of law-related pro bono work as defined and required by § 520.16 of the Rules of the Court of Appeals prior to being admitted. Applicant must submit a form affidavit for each pro bono project that applicant is using to satisfy the 50-hour requirement and must secure the certification of the individual who supervised each project. All applicants should refer to the Frequently Asked Questions about Pro Bono Requirements (available at [www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml](http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml)) for further information about qualifying work.

**The applicant must provide the information requested on page one of the form, and then have the form notarized. After the form is notarized, the attorney who supervised the applicant's pro bono work must then complete the Supervisor Certification.**

#### TO BE CERTIFIED UNDER OATH BY APPLICANT:

Name of Applicant		BOLE ID # (NYS Board of Law Examiners Identification Number)	
_____		B _____	
Address of Applicant		City/Town/Village	
_____		_____	
State	ZIP	Country (if not USA)	
_____	_____	_____	
Name of Organization Where Pro-Bono Experience Was Completed			
_____			
Supervising Attorney			
_____			
Address of Organization		City/Town/Village	
_____		_____	
State	ZIP	Country (if not USA)	
_____	_____	_____	
Organization Phone		Organization E-mail	
_____		_____	

Dates of Service: From (mm/dd/yyyy): \_\_\_\_\_ To (mm/dd/yyyy): \_\_\_\_\_

Number of Hours Completed: \_\_\_\_\_

Indicate Category of Service by checking appropriate box below:

**Legal Service Provider      Government Service      Law School Sponsored Program      Other**

All applicants must provide a description of the nature of the pro bono work completed. If applicant performed the pro bono work outside the United States, complete details must be included about the type of work performed, the nature of the program and where the work was performed. *(Attach additional sheets if needed.)*

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**Form Affidavit as to Applicant's Compliance with the Pro Bono Requirements, Including Certification by Supervisor (Continued)**

STATE (COUNTRY) OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

CITY OF \_\_\_\_\_

I (name of applicant), \_\_\_\_\_, **SWEAR (OR AFFIRM)** that the foregoing information is true and accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

Subscribed and sworn to or affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public\***  
(Sign & Affix seal or stamp)

\* If this affidavit is sworn to outside the United States, its commonwealths, territories or possessions, and the attesting officer is not a notary public, attach a certificate of the attesting officer's authority to attest to or witness the signature of the affiant in the jurisdiction.

**SUPERVISOR CERTIFICATION**

**TO BE COMPLETED BY SUPERVISOR:**

**I HEREBY CERTIFY** (a) that I have read the foregoing affidavit of compliance and (b) that the applicant has accurately described the circumstances, timing and nature of the pro bono work described therein.

Applicant's duties were satisfactorily performed:

**Yes**      **No** (if "No" applicant's performance was not satisfactory in the following respects:)

**I HEREBY CERTIFY** any other facts within my knowledge, or of which I have information, which in my opinion have any bearing on applicant's qualifications and moral character or fitness to practice law, or which would be helpful to the Appellate Division or its Committees on Character and Fitness in determining applicant's character and fitness.

Signature of Attorney \_\_\_\_\_

Attorney's Printed Name \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

Attorney's Title

Attorney's Employer

Jurisdiction Where Admitted to Practice Law

Telephone

Email