



# 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

### General Instructions - Please read carefully and retain them for future reference

The application for admission forms are uniform among the four Appellate Division Departments in New York State and are to be used by both applicants who have passed the New York State Bar examination and applicants applying for admission on motion without examination.

**Strict compliance with these instructions is required. Incomplete, illegible, defective or carelessly prepared application papers will occasion delay and may result in the rejection of the application.**

**This paragraph is applicable only to applicants who have taken the New York State Bar examination.** In the Second, Third and Fourth Judicial Departments, the application papers required by these instructions may be filed at any time after you have taken the Bar examination, regardless of whether or not the results of the Bar examination have been issued. In the First Judicial Department, the application papers may be filed only after you have received notification that you have passed the examination and have been certified to the First Judicial Department. The application and any further materials in connection therewith required by the Appellate Division and its Committees on Character and Fitness must be filed by you within three years from the date when the applicant sat for the second day of the Uniform Bar Examination, whether taken in New York or in another jurisdiction, or, if the applicant passed the New York State bar examination administered prior to July 2016, within **three years** from the date of the letter sent by the New York State Board of Law Examiners notifying you that you have passed the Bar examination (see 22 NYCRR 520.12).

**This paragraph is applicable only to applicants for admission on motion without examination (see 22 NYCRR 520.10).**

The application papers required by these instructions should be filed only after you have been informed by the Appellate Division that you qualify for admission on motion.

**False statements; failure to disclose.** In addition to the sanctions provided in article 210 of the Penal Law of the State of New York, any false statement contained in your papers, or any failure to disclose any material fact, may result in the denial of your application for admission; or, if you have been admitted before the discovery thereof, in the revocation of your license to practice law.

**Answer all questions; riders/attachments.** You must answer all questions fully, truthfully, accurately, and legibly. If the space provided is insufficient for a complete answer, the answer may be given on a rider which should be signed by you, specifying by number the question to which it relates. Please avoid the use of riders, if possible.

**Compiling applications.** Only fully completed applications will be accepted for filing. The following official forms, available on each Appellate Division's website, are required to complete an application: an application for admission questionnaire, good moral character affirmations, employment affirmations, and law school certificates. **When you file your application for admission, it should include the following and be arranged in the following order:**

- (1) copy of the letter or notice of certification from the State Board of Law Examiners (further explained below);
- (2) original application for admission questionnaire; (3) two original affirmations of good moral character; (4) original employment affirmations or letters (see application for admission questionnaire question number 15); (5) original certificates of good standing and grievance letters from jurisdictions in which you have been admitted to practice (see application for admission questionnaire questions 19 and 20); (6) original pro bono affidavit (beginning January 1, 2015); (7) original affidavit regarding skills competency and professional values requirement (for general applicability, see 22 NYCRR 520.18 and page 4 of these instructions) and (8) any other papers you desire to submit.

A complete application will also include an original **form certificate from your law school(s)**; this form is mailed by you to the law school and then mailed directly by the law school to the appropriate Appellate Division filing office listed on the form (see application for admission questionnaire question 11).

**English.** The application for admission questionnaire, good moral character affirmations, employment affirmations or letters, law school certificate, certificates of good standing and grievance letters, and any other papers submitted in support of your application must be in English or, if not in English, accompanied by an English translation that is either duly authenticated or includes a statement by the translator setting forth the translator's qualifications and certifying that the translation is accurate.

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**Additional information.** The Appellate Division and its Committees on Character and Fitness reserve the right to request additional information and documentation from you, other than that listed in these instructions or specifically requested in the questionnaire.

NOTE: You should especially have available and be prepared to submit or exhibit any or all of the following: birth certificate; certified copy of court order changing name; naturalization papers; visa and other immigration papers; copy of military honorable discharge (for example, United States form DD-214); copies of police and court records regarding any criminal matter you disclose; copies of relevant court pleadings, orders and judgments, including those pertaining to divorce and domestic relations matters; copies of bankruptcy petitions and discharges; and records concerning denials or revocations of licenses the procurement of which required proof of good character (other than Bar applications).

**Letter or notice of certification from the State Board of Law Examiners. Every applicant for admission on examination** must file a copy of the letter or notice from the State Board of Law Examiners certifying the applicant for admission to one of the four Appellate Division Departments. Applicants seeking admission in the First Judicial Department shall file a copy of the letter or notice with the questionnaire. Applicants seeking admission in the Second, Third and Fourth Judicial Departments shall file the letter or notice with the questionnaire unless the questionnaire is filed prior to the applicant's receipt of such letter or notice, in which event the letter or notice shall be filed promptly after the applicant's receipt thereof. The letter or notice is proof of the applicant's passage of the written Bar examination, the New York Law Exam and the Multistate Professional Responsibility Examination, and completion of the New York Law Course. **Every application for admission on motion without examination** must include the letter from the New York State Board of Law Examiners certifying that the applicant possesses the legal education necessary for admission on motion without examination. The requisite copy of this letter is normally provided directly to the appropriate Appellate Division Department by the State Board of Law Examiners.

**The BOLE ID#** can be located on correspondence sent to you by the New York State Board of Law Examiners ([www.nybarexam.org](http://www.nybarexam.org)). The number begins with 'B'.

You will be informed by letter in a timely fashion if documents are missing or additional information is required.

You may fill in the application forms online or you may download the blank application forms from the website maintained by the State Board of Law Examiners at [www.nybarexam.org](http://www.nybarexam.org). Blank forms may be photocopied. After completion, **only originals** will be accepted for filing. You may **not** file completed forms electronically.

Please do not submit a copy of these instructions with your application. You should make a copy of your application for your personal records.

**Signatures and notarizations.** Please note that you must sign your application for admission questionnaire in the presence of a notary public who must also sign the document (see page 18 of the questionnaire). If the questionnaire is signed outside the United States, its commonwealths, territories, or possessions, the questionnaire must be signed in the presence of a notary public or other officer authorized to witness a signature which notary public or other attesting officer must also sign the questionnaire. If the questionnaire is signed outside the United States, its commonwealths, territories, or possessions, and the attesting officer is not a notary public who can affix a stamp or seal, a certificate of the attesting officer's authority to witness the signature in the foreign jurisdiction must be attached to the questionnaire.

**Inability to comply with any of the foregoing requirements for admission must be set forth in an affidavit by you indicating any omission and stating fully the efforts made by you to fulfill the requirement.**

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## Filing Offices

Applications for admission should be filed with and all inquiries concerning admission procedures should be directed to the appropriate filing office (indicated below) of the Appellate Division Department to which you have been certified or are eligible for certification by the State Board of Law Examiners. Please make sure all mailed envelopes contain a return address.

### FIRST JUDICIAL DEPARTMENT:

Committee on Character and Fitness, Appellate Division, First Department  
41 Madison Avenue, 26th Floor, New York, New York 10010  
Telephone: (646) 386-5893

### SECOND JUDICIAL DEPARTMENT:

Committees on Character and Fitness, Appellate Division, Second Department  
335 Adams Street, Room 2404, Brooklyn, New York 11201  
Telephone: (718) 923-6360

### Third Judicial Department

Attorney Admissions, Appellate Division, Third Department  
P.O. Box 7350, Capitol Station, Albany, New York 12224-0350

#### *Express mail address:*

Attorney Admissions, Appellate Division, Third Department  
Robert Abrams Building for Law and Justice State  
Street, Room 511, Albany, New York 12223  
Telephone: (518) 471-4778

### Fourth Judicial Department

Attorney Admissions, Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200, Rochester, New York 14604  
Telephone: (585) 530-3100

## Changes of Address

1. If since the time of making application to the State Board of Law Examiners for admission to the Bar examination (or for certification of your legal education for admission on motion without examination) and prior to your certification by the State Board of Law Examiners to an Appellate Division Department you change your address, you must notify the Board by October 15th for a July exam and April 15th for a February exam using its online change of address form at [www.nybarexam.org/ChangeofAddressRequest.html](http://www.nybarexam.org/ChangeofAddressRequest.html).
2. If you change your address after certification by the State Board of Law Examiners but before you are admitted, you should promptly notify the appropriate Appellate Division Department of such change by letter. The change of address should be sent to the filing office of the Appellate Division to which you are certified and/or where your application is filed. See also paragraph 3 below.
3. Once you have registered with the Office of Court Administration of the Unified Court System (see Registration instructions below), changes of address should be submitted as follows:
  - Electronically, via your Attorney Online Services account Log-in  
(see [www.nycourts.gov/attorneys](http://www.nycourts.gov/attorneys))  
(preferred method)
  - Via a personal e-mail to: [attyreg@nycourts.gov](mailto:attyreg@nycourts.gov).
  - Via US mail to:  
OCA – Attorney Registration  
PO Box 2806  
Church Street Station  
New York, NY 10008
  - Via fax to Attorney Registration: (212) 428-2804

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### Transfers of Applications (See CPLR 9403)

If, after certification by the State Board of Law Examiners but before you are admitted, you obtain a residence in another Appellate Division Department, you may request a transfer of your application to the new Department; also, if you do not reside in New York State and obtain full-time employment in the State, you may request a transfer to the Department of such full-time employment. You may also request a transfer on undue hardship grounds. A transfer request should be made in writing to the Appellate Division Department to which you have been certified.

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### Interviews

**All** applicants are **required** to undergo an interview by a member or members of the Appellate Division Committees on Character and Fitness **prior** to admission. You will be informed in a timely manner of the date and place of your interview.

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### Registration

As indicated in the certification letter you received from the State Board of Law Examiners, before admission to the Bar, you must register with the Unified Court System by completing a form registration statement and paying the \$375 biennial registration fee (see Judiciary Law § 468-a; 22 NYCRR Part 118). The initial attorney registration and fee payment must be completed online at: <https://iapps.courts.state.ny.us/aronline/BoleSearch>.

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### Pro Bono Requirement

On September 14, 2012, the New York State Court of Appeals adopted a new rule requiring applicants who successfully pass the bar examination in New York State to perform 50 hours of pro bono services before applying for admission to practice. Applicants seeking admission to practice after January 1, 2015, must demonstrate compliance with this requirement. Please note that this requirement does NOT apply to applicants seeking admission on motion pursuant to Rule 520.10. For more information, please see <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>.

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### Pro Bono Scholars Program

If you are participating in the Pro Bono Scholars Program, you must check the Pro Bono Scholars box on the first page of the application in order to ensure that your application receives expedited review.

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### Skills Competency and Professional Values Requirement

On December 16, 2015, the New York State Court of Appeals adopted a new rule requiring applicants for admission in New York to establish that they have acquired the skills and are familiar with the professional values necessary to competently practice law. Applicants may satisfy this requirement by completing one of five separate pathways contained in Rule 520.18. This requirement does NOT apply to applicants seeking admission on motion (Rule 520.10) or to those applicants who qualify for the bar exam under Rules 520.4 or 520.5. This requirement applies to applicants who commenced their legal studies after August 1, 2016 except for foreign-educated applicants required to complete an LL.M. program at an ABA-approved law school. (Rule 520.6 [b]): As to those applicants, an August 1, 2018 implementation date applies. For more information, please see <http://www.nycourts.gov/ctapps/news/skills.pdf>.