



Michael J. Novack
Clerk of the Court

State of New York
Supreme Court, Appellate Division
Third Judicial Department
Admissions Office
P.O. Box 7350, Capitol Station
Albany, NY 12224-0350

Daniel C. Brennan
Principal Attorney

(518) 471-4778
fax (518) 471-4749
<http://www.nycourts.gov/ad3/Admissions/>

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Dear Applicant:

We have been advised that you sat for the New York State Bar examination given in July of this year.

The rules of the Appellate Divisions governing admission of attorneys provide that applicants for admission should file their application papers with the Court prior to the announcement of the Bar examination results. The State Board of Law Examiners, which administers the Bar examination, has informed this office that the results of the July 2009 Bar examination will likely not be announced until November 2009, at the earliest.

In furtherance of the attorney admission rules, this Court has made the necessary instructions and forms to apply for admission available on its website at:

www.nycourts.gov/ad3

To access and download the instructions and forms, click on "Attorney Admissions", then click on "Forms", and then click on "Application for Admission Package". If you have any problems in accessing these materials, please contact this office for assistance. If you do not have access to a computer or printer and wish the instructions and forms mailed to you, please call this office and so advise.

Please note that the Court's rules governing admission of attorneys may also be viewed on the Court's website.

Your original application papers must be mailed or delivered to this office. You may not fax or e-mail the application.

In order to facilitate the admissions process, applicants are requested to file their application papers as soon as possible after receiving this letter. Law school certificates should immediately be sent to the schools so that they will be timely completed and forwarded to this office.

The next admissions ceremony in this Department has been scheduled for Thursday, January 21, 2010. In order for you to be considered for admission on this date, it will be necessary for us to have received your completed application papers by no later than Thursday, December 10, 2009. Regular mail should be sent to the address listed at the top of this letter. Our shipping address for applications sent by Federal Express, UPS, or other express carrier is Admissions Office, Appellate Division, Third Department, Robert Abrams Building for Law and Justice, State Street, Room 511, Albany, New York 12223.

Since there is a limit on the number of applicants who can be admitted on January 21, 2010, applications will be processed on a first-come first-served basis. You are therefore urged to complete and mail your application as soon as possible. Please note that the above deadline for submission of completed applications is shortly after the earliest date that the State Board of Law Examiners expects to be able to announce the results of the July 2009 Bar examination. Therefore, if you wait until after you are advised that you passed the exam to begin working on your application, it is almost certain that you will not be able to be admitted on January 21, 2010. Also, if you pass the July 2009 exam and are certified for admission to this Department, please remember to send to this Court's admissions office a copy of the certification notice which you will receive from the State Board of Law Examiners so that it can be made a part of your application package. A copy of the State Board certification notice is required as part of your application package.

Your completed application will be referred to a member of the Court's Committee on Character and Fitness for review and you will be scheduled for an interview with that member. For the January 2010 admissions, members of the Committee will conduct interviews in Meeting Rooms located off the Concourse of the Empire State Plaza in Albany during the mornings of Tuesday, Wednesday and Thursday, January 19-21, 2010. You will be advised of the date, time and place of your interview after your completed application is received and well in advance of the January 21 admission date. If your application is approved by the Committee after your interview, you will be admitted on Thursday, January 21, 2010, at 12:00 noon at the admission ceremony held in the Convention Center of the Empire State Plaza. The ceremony lasts approximately one hour.

If you are unable to appear on January 21, 2010, or if your completed application papers are not filed in this office on or before the deadline date of December 10, 2009, you are hereby advised that interviews and admissions are conducted on a specified day each month thereafter and you may therefore be admitted at a later date. On later dates, however, there will be no formal ceremony and the Clerk of the Court will administer the attorney's oath to applicants.

If you have any questions regarding the admissions process, please contact this office.

Very truly yours,

Michael J. Novack
Clerk of the Court

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