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MEMORANDUM

TO: Attorneys Admitted by the Appellate Division, Third Department

FROM: Admissions Office

RE: Attorney Name Changes

An attorney admitted by the Appellate Division, Third Department, who wishes to change his or her name as listed on the Roll of Attorneys may do so by writing a letter to the Admissions Office advising of the name change request and enclosing documentation supporting the request, for example a marriage certificate, divorce decree, or name change order from a court. The original document is not required: a copy may be submitted. If the attorney is unable to provide documentation, the attorney should enclose an affidavit or affirmation explaining the circumstances of the name change request. The address of the Admissions Office is Appellate Division, Third Department, P. O. Box 7350, Capitol Station, Albany, New York 12224.