

State of New York  
Supreme Court, Appellate Division  
Third Judicial Department  
Admissions Office  
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Albany, NY 12224-0350

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Clerk of the Court

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<http://www.nycourts.gov/ad3/admissions>

Michael C. Clarke  
Director of Attorney Admissions

March 2019

Dear Applicant:

We have been advised that you recently sat for the February 2019 Uniform Bar Examination (UBE) in New York State. If you pass the exam and the State Board of Law Examiners certifies you for admission to the Appellate Division, Third Judicial Department, we will review your application for admission to practice law in New York. In the meantime, you may begin to complete your application. Forms and instructions may be accessed at:

<http://www.nycourts.gov/ad3/Admissions>

The supplemental instructions set forth below are specific to applicants submitting an application to the Third Judicial Department; however, they merely supplement the General Instructions set forth in the application materials and other instructions and guidelines accessible through the links at the above website. You are encouraged to treat these supplemental instructions as a checklist for full compliance.

**PLEASE BE SURE TO CAREFULLY OBSERVE ALL INSTRUCTIONS AND GUIDELINES IN ORDER TO AVOID DELAY IN THE PROCESSING OF YOUR APPLICATION.**

- Complete and file the **Application for Admission Questionnaire**; be sure to include the following additional items in your application package:
  - Copy of your **State Board of Law Examiners Notice of Certification**; if you have submitted an application prior to being certified, this notice should be transmitted to us as soon as possible after you receive it. For information on UBE prerequisites to certification, please see 22 NYCRR 520.9.
  - Two (2) **ORIGINAL Good Moral Character Affirmations**; these should be completed by individuals who have known you for at least two years, but not by members of your immediate family, members of the faculty or administrative staff of any law school you have attended, or persons associated with your present employer or who complete a law-related employment affirmation on your behalf.

- ORIGINAL Law-related Employment Affirmations** for all legal positions referenced on your application questionnaire, including law school internships, externships and research assistant positions; ensure that the information contained in the employer affirmation matches the information set forth in your application, especially the dates of employment.
  - ORIGINAL Certificates of Good Standing and Grievance Letters** from other jurisdictions in which you have been admitted to practice. These must be dated no earlier than 60 days prior to the filing of your application.
  - ORIGINAL Form Affidavit of Compliance with Pro Bono Requirements** (see the link for "Pro Bono Rule" at the Court's website above).
  - Send the **Form Law School Certificate** to each law school you attended.
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- If you answer "yes" to question 27 on the application, your explanation of the underlying facts should include relevant dates; we seek your statement and do not initially require associated police and court records. If such records are deemed necessary following review of your application, we will inform you.
  - As detailed in the General Instructions, place all papers in the proper order before filing.
  - Make and retain a copy of the completed application for your records.

**NOTE:** The new Skills Competency Requirement does not apply to applicants who commenced their legal studies prior to August 1, 2016. For specific implementation information, applicants are directed to rule 520.18 (c) of the Court of Appeals (see 22 NYCRR 520.18 [c]).

The next admissions ceremony in the Third Judicial Department has been scheduled for **Wednesday, June 26, 2019**. Please be advised that there is a limit on the number of applicants who can be admitted at the June 26, 2019 ceremony, and applications are processed on a first-come, first-served basis. Accordingly, if you would like to be considered for admission in June, you are urged to complete and mail your application **as soon as possible**. Please do not make any travel arrangements until you receive a scheduling email from this office.

If you have any questions regarding the admissions process, please consult the Third Judicial Department's website or email the Court's Attorney Admissions Office at:

[AD3AdmissionsOffice@nycourts.gov](mailto:AD3AdmissionsOffice@nycourts.gov)

Very truly yours,



Robert D. Mayberger  
Clerk of the Court

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