

HELPFUL HINTS

Contacting Us

We welcome your calls (518-471-4778). However, because of the large volume of calls we receive and because the vast majority of applicants applying for admission in the Third Judicial Department are from other states and from foreign countries, we also encourage you to consider contacting us by email (AD3AdmissionsOffice@nycourts.gov) or by fax (518-471-4749). See our [How to Contact Us](#) page. Most of the communications to applicants by the Third Judicial Department are by email.

Completing Your Application for Admission

Please take care to completely answer all questions; please remember to complete the designation of agent form, if applicable, and have it notarized, and please remember to sign your questionnaire and have your signature notarized.

In answer to question 27, you should list all traffic tickets you have had during the past 10 years and their dispositions. You should list all alcohol and/or drug-related traffic violations you have ever received.

Assembling and Submitting Your Application for Admission

Complete instructions and forms for applying for admission can be found on the website of the State Board of Law Examiners (see [Multi-Department Admission Packet](#)).

Please do not submit your application or any portion thereof in a binder, a plastic sleeve or a sealed envelope.

Your application materials should be assembled and submitted as a single package in the following order:

1. Copy of letter or notice of certification by the State Board of Law Examiners; to be certified for admission on examination by the State Board of Law Examiners, you must have passed the Uniform Bar Examination (UBE), passed the Multistate Professional Responsibility Examination (MPRE), completed the online New York Law Course (NYLC) and passed the online New York Law Examination (NYLE); complete information on these requirements is available on the website of the State Board of Law Examiners;
2. Application for Admission Questionnaire (and attached riders, if necessary, identified by question and your name);
3. Two affidavits of good moral character;
4. Affidavits of law-related employment;

5. If applicable: (1) an original certificate of admission and good standing issued by the highest court of each state or country in which you have been admitted to practice; and (2) an original grievance letter (also known as a disciplinary history letter) issued by the grievance committee, or other body entertaining complaints against lawyers, of each state or country in which you have been admitted to practice, certifying as to whether complaints or charges have ever been filed with such committee or body against you, and, if so, the substance of the complaints or charges and the disposition thereof; certificates of good standing and grievance letters should not be dated more than 60 days prior to submission; you do not need to submit such certificates or letters from federal courts in which you have been admitted to practice; and

6. A pro bono compliance form (applicable only to exam applicants).

A complete application will also include a form law school certificate from each law school you have attended; however, you send this form to the law school and the law school sends the completed form directly to the Attorney Admissions Office.

Please note that we can only accept notarized originals of the questionnaire and affidavits. Do not submit copies.

You should keep copies of the application for admission and other documents you submit for your future reference and personal records.

Notarizations

Information about notarizations can be found on page ii of the General Instructions for the Application for Admission, as follows:

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). Affiants completing affidavits of good moral character and employment affidavits must also sign those affidavits in the presence of a notary public who must also sign the document (see page 2 of form affidavit as to good moral character and page 4 of form affidavit as to applicant's law-related employment and/or solo practice). If the questionnaire or affidavit is signed outside the United States, its commonwealths, territories or possessions, the questionnaire or affidavit 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 or affidavit. If the questionnaire or affidavit 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 or affidavit.

Inability to comply with any 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.

Riders

If the space provided for any question is insufficient for your complete answer, the answer may be given on a rider (a sheet of paper attached to the end of your questionnaire). A rider should be signed by you and specify by number the question to which it relates. Sample riders are available from the Attorney Admissions Office at AD3AdmissionsOffice@nycourts.gov. Please avoid the use of indexes.

Skills Competency Requirement

This new admissions application requirement will first apply to those applicants who commence their legal studies after August 1, 2016.

In December 2015, the Court of Appeals adopted section 520.18 to the Rules for the Admission of Attorneys and Counselors at Law (Rules of the Ct of Appeals [22 NYCRR] § 520.18). This new provision requires applicants seeking admission in New York to establish that they have acquired skills and professional values necessary to competently practice law. Applicants may satisfy this requirement by completing one of five separate pathways described in section 520.18.

For applicants who qualify for the bar examination based upon having attended an ABA-approved law school and having satisfied the requirements of Rules of the Court of Appeals (22 NYCRR) § 520.3 or based upon their foreign legal education alone under Rules of the Court of Appeals (22 NYCRR) § 520.6, this requirement will first apply to those who commence their legal studies after August 1, 2016.

As to foreign-educated applicants who are required to complete an LL.M. program at an ABA-approved law school in order to sit for the bar examination under section 520.6, the new requirements will apply to those who commence their LL.M. program after August 1, 2018.

FAQs for New York's Skills Competency and Professional Values Bar Admission Requirement are available at <http://www.nycourts.gov/ctapps/news/skills.pdf>.

Admission Dates

This Court's attorney admission dates can be found on the Court's homepage (www.nycourts.gov/ad3/) under Schedule of Terms.

Please note that the January admission dates are reserved for applicants who took and passed the UBE in New York the previous July.

Scheduling Policy

Upon receipt of an application for admission, the Attorney Admissions Office will review it. If it is deemed complete, you will be scheduled for interview and admission on the next available

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date (usually within the next three months). Applicants are scheduled on a first-come first serve basis. If additional information is needed, you will be timely advised of the missing documents or additional information needed. Your scheduling letter will provide complete details concerning the date, time and place of your interview and admission at this Court's offices in Albany.

Please note that all applicants are required to undergo an in-person interview by a member or members of the Committee on Character and Fitness prior to admission. In addition, all applicants must take the attorney's oath of office in person prior to admission. In the Third Department, most applicants are scheduled for interview and oath on the same day.

If you are unable to appear on a scheduled date, you should promptly inform the Attorney Admissions Office by email to AD3AdmissionsOffice@nycourts.gov. We will respond by either (1) asking you for further information or documentation to update your application or (2) rescheduling you for admission on the next available admission date (usually within the next three months). A list of admission dates is on the Court's homepage under Schedule of Terms. Should you cancel a rescheduled date, the Attorney Admissions Office will not reschedule you except upon your written explanation and request.

Please be aware of your continuing obligation, until you take the attorney's oath, to keep the Attorney Admissions Office informed of any changes in your application and to submit such further information as may be requested.

Please **DO NOT MAKE TRAVEL PLANS** until you receive a formal scheduling or rescheduling letter from the Attorney Admissions Office.

Each January, the Third Department holds an admissions ceremony at which the Court presides in the Convention Center in the Empire State Plaza in Albany. The ceremony lasts approximately one hour (from noon to 1 PM). The January admissions ceremony is reserved for applicants who take and pass the prior July UBE in New York. Interviews normally take place on three consecutive mornings in the Kitty Carlisle Hart Lounge of the Performing Arts Center (The Egg) adjacent to the Convention Center. In order to be considered for admission at a January ceremony, your complete application must be submitted by a date in the prior December. There is a limit on the number of applicants who can be admitted at a January ceremony and applications are processed on a first-come-first-serve basis. Scheduling letters provide complete details.

Each June, the Third Department holds an admission ceremony similar to that held in January, except that the ceremony is open to all applicants.

During others months of the year (February to May and July to December), the interviews usually take place in the Court's offices in the Alfred E. Smith Building (AESOB) at 80 South Swan Street in Albany. If your application for admission is approved by the member of the Committee on Character and Fitness after your morning interview, you will take the mandatory attorney's oath in a brief ceremony that morning in the Courtroom of the Appellate Division, Third Department, which is located on the fifth floor of the Robert Abrams Building for Law and Justice in the Empire State Plaza in Albany. The Abrams Building is about a one block walk down State Street from the AESOB. Please note that all visitors to the Appellate Division Courtroom including applicants for

admission and their guests, are required to pass through security. Guests are welcome to attend the brief oath ceremony in the Courtroom. Nevertheless, as a courtesy, a live stream of the oath ceremony in the Courtroom can be accessed by simply clicking on the icon (labeled Court Session Webcast) found on the home page of the Court's website. Again, scheduling letters provide complete details of the interviews and oath ceremony.

As noted above, this Court's attorney admission dates can be found on the Court's homepage under Schedule of Terms.