

## **HOW TO APPLY FOR ADMISSION WITHOUT EXAMINATION**

### **APPELLATE DIVISION, THIRD DEPARTMENT**

**STEP ONE:** Obtain from the State Board of Law Examiners an application (\$400 filing fee) for a certification that you have the necessary legal education for admission to the New York State bar without examination. If the State Board approves your application, it will send a copy of your certification letter to one of the four Appellate Division Departments, depending on your residence and/or office address. All applicants who neither reside nor are employed full-time in New York State are certified by the State Board to the Appellate Division, Third Department. For further information and an application to complete this step contact the [State Board of Law Examiners](#).

**STEP TWO:** If the State Board approves your application and sends a copy of your certification letter to the Third Department, the Third Department will automatically mail you a form, Applicant's Affidavit as to Legal Practice, which you should complete and return to the Third Department Attorney Admissions Office. The Third Department will review the Affidavit to determine whether you have accumulated the necessary prior practice experience for admission on motion and whether you are currently admitted to practice in at least one other jurisdiction which would similarly admit a New York State attorney to its bar without examination (i.e., a "reciprocal" jurisdiction) (see 22 NYCRR 520.10).

**STEP THREE:** If the Third Department determines that you have accumulated the necessary prior practice experience and are currently admitted to practice in a reciprocal jurisdiction, the Third Department will so advise you by email. The email will also advise you to obtain the full application for admission package and instructions from the website of the [State Board of Law Examiners](#) (the [Multi-Department Admission Packet](#)).

**STEP FOUR:** Complete and submit the full application package.

**STEP FIVE:** The Third Department will review your application for admission. If complete, you will be scheduled by email for an interview. If incomplete, you will be timely advised by email as to additional information needed.

**STEP SIX:** After you submit a complete application, you will be asked to report to the Appellate Division, Third Department, Albany, New York, for a personal interview before a member of the Committee on Character and Fitness. The scheduling email from the Third Department will advise you of the date and time of your interview and of directions to the Third Department. Interviews of motion applicants are scheduled on one day each month (excluding January) and the vast majority of applicants are sworn in as members of the New York State bar by the Third Department on the same day their interviews take place. A biennial attorney registration fee of \$375 must be paid to the New York State Office of Court Administration Attorney Registration Unit prior to admission. The necessary registration form will be included with the letter scheduling you for an interview.