

**INSTRUCTIONS TO APPLICANTS FOR 18-MONTH ADMISSION
PRO HAC VICE
UNDER SECTION 520.11 OF THE RULES OF THE COURT OF APPEALS**

In accordance with Rules of the Appellate Division, Third Department (22 NYCRR) § 805.3, an applicant for 18-month pro hac vice admission must file the following documents with the Clerk's Office in support of the application:

1. A verified petition setting forth factual statements showing that you meet the eligibility requirements for admission pro hac vice pursuant to Rules of the Court of Appeals (22 NYCRR) § 520.11 (a) (2) or (b) (see [Court of Appeals](#) website). State whether you have ever been the subject of any arrest, charge or conviction for any felony or misdemeanor; if so, provide underlying facts in detail. You must also state that you are familiar with and shall comply with the standards of professional conduct imposed upon members of the New York bar, including the rules of court governing the conduct of attorneys and the Rules of Professional Conduct promulgated as joint rules of the Appellate Division of the Supreme Court (22 NYCRR part 1200).
2. A certificate of your admission and good standing from each jurisdiction where admitted.
3. A letter from the grievance committee, or body entertaining complaints against lawyers, of the jurisdiction or jurisdictions in which you have been admitted, certifying whether any charge or complaint has ever been filed against you and, if so, the substance of such charge or complaint and the disposition thereof.
4. In the case of applicants applying under section 520.11 (a) (2): (a) a certificate from an approved law school stating that you are a graduate therefrom, and (b) an affidavit from an officer of the organization by which you are to be employed setting forth the nature of the legal services to be performed and certifying that your employment pursuant to your admission pro hac vice will not extend beyond 18 months from the date of the Court's order.
5. In the case of applicants applying under section 520.11 (b): a certificate from an approved law school stating that you are enrolled as a graduate student or graduate assistant or are employed as a law school teacher in a criminal law or poverty law and litigation program of the school and that your involvement in such a program will not extend beyond the period of your enrollment as a graduate student or graduate assistant or beyond your employment as a law school teacher in a criminal law or poverty law program.
6. A copy of your current resume.

Upon receipt of the foregoing papers, an order will be entered by the Clerk of the Appellate Division and two certified copies will be forwarded to you. The order will approve your admission pro hac vice for a maximum of 18 months during the continuance of your employment by a legal services office, or by a District Attorney, Corporation Counsel or the Attorney General.