



State of New York
Supreme Court, Appellate Division
Third Judicial Department
Admissions Office
P.O. Box 7350, Capitol Station
Albany, NY 12224-0350

Robert D. Mayberger
Clerk of the Court

(518) 471-4778
fax (518) 471-4749
<http://www.nycourts.gov/ad3/admissions>

Daniel C. Brennan
Principal Attorney

August 2016

Dear Applicant:

We have been advised that you sat for the Uniform Bar Examination (UBE) in New York State given in July of this year. You may file an application for admission with the Appellate Division, Third Judicial Department before or after the announcement of the examination results. If you change your address before the examination results are announced, please inform the [State Board of Law Examiners](#) of your new address.

The necessary instructions and forms to apply for admission (the [Multi-Department Admission Packet](#)) are available on the website of the State Board of Law Examiners. If you have any problems in accessing the instructions and forms, please contact the Third Department's Attorney Admissions Office for assistance.

Your original application papers must be mailed or delivered to the Third Department's Attorney Admissions Office. You may not fax or email the application. Law school certificates should immediately be sent to the schools so that they will be timely completed and forwarded to the Attorney Admissions Office. If you pass the July 2016 UBE and the State Board of Law Examiners certifies you for admission to the Third Department, please remember to send the Attorney Admissions Office a copy of the certification notice as it is a necessary part of your application package. To be certified for admission by the State Board of Law Examiners, you must have passed the 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. Additional relevant information may be viewed on the Third Department's website under [Attorney Admissions](#), including the Court's rules governing admission of attorneys, information on completing, assembling and submitting your application, and our contact addresses for regular and express mail (for example, see our Helpful Hints, FAQs and How to Contact Us).

The next admissions ceremony in the Third Department has been scheduled for **Thursday, January 19, 2017**. In order for you to be considered for admission on this date, it will be necessary for the Attorney Admissions Office to have received your

completed application papers no later than **Friday, December 9, 2016**. Since there is a limit on the number of applicants who can be admitted at the January 19, 2017 ceremony, and applications are processed on a first-come, first-served basis, you are urged to complete and mail your application as soon as possible, and certainly well in advance of December 9 if you want to be considered for scheduling for admission at the January 19 ceremony.

Your completed application will be referred to a member of the Third Department's Committee on Character and Fitness for review, and you will be scheduled for an interview with that member. For those being scheduled for admission at the January 19, 2017 ceremony, members of the Committee on Character and Fitness will conduct interviews in the Empire State Plaza in Albany during the mornings of January 17, 18 and 19, 2017. You will be advised of the date, time and place of your interview after your completed application is received and well in advance of the January 19, 2017 admission date. If your application is approved by the Committee after your interview, you will be admitted on Thursday, January 19, 2017 at 12:00 noon at the admission ceremony held in the Convention Center of the Empire State Plaza. The ceremony lasts approximately one hour.

If you are unable to appear on January 19, 2017, or if your completed application papers are not filed in the Attorney Admissions Office on or before December 9, 2016, please be advised that interviews and admissions are conducted on a specified day each month thereafter, and you will therefore be admitted at a later date.

If you have any questions regarding the admissions process, please consult the Third Department's website or contact the Court's Attorney Admissions Office.

Very truly yours,

A handwritten signature in black ink that reads "Robert D. Mayberger". The signature is written in a cursive style with a large, stylized "R" and "M".

Robert D. Mayberger
Clerk of the Court

RDM: cc