

HOW TO APPLY FOR ADMISSION
TO THE NEW YORK STATE BAR

APPELLATE DIVISION, THIRD DEPARTMENT

ON EXAMINATION

STEP ONE: Apply for and take the New York State Bar examination. For information about the Bar examination, contact the State Board of Law Examiners, Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203 (518-452-8700) (www.nybarexam.org). The Bar examination is administered twice per year, in February and July.

STEP TWO: After you take the Bar examination, but before you are notified of the results, the State Board of Law Examiners sends your name and address to one of the four Appellate Division Departments, depending on your residence and/or office address. The names and addresses of all applicants who neither reside nor have offices in New York State are sent to the Third Department. The Third Department then sends you a letter advising you of admission procedures and advising you that the necessary instructions to complete and file an application for admission are available on the Court's website (www.nycourts.gov/ad3/admissions). Applicants are encouraged to begin completing and submitting these applications for admission, which are background checks to assist the character and fitness review process, as soon as possible.

STEP THREE: Upon receipt of notice from the State Board of Law Examiners that you have passed the Bar examination and been certified to the Third Department, either include a copy of the certification notice with your application package when you submit it to the Third Department or, if you have already submitted your application package, send a copy of the certification notice to the Third Department as an addition to your application. Please note that to be certified by the State Board of Law Examiners, an applicant must have passed both the Bar examination and the Multistate Professional Responsibility Examination (MPRE).

STEP FOUR: The Third Department reviews your application for admission. If it is complete, you will be scheduled for an interview by letter. If additional information is needed, you will be timely advised by letter of the missing documents or additional information needed.

STEP FIVE: After you submit a complete application, you will be asked to report to the Appellate Division, Third Department, in Albany, New York, for a personal interview by a member of the Committee on Character and Fitness. The scheduling letter will advise you of the date of your interview and of directions to the Third Department. Interviews are usually scheduled on one day each month. The earliest interview date for applicants taking the February Bar examination is usually in June while the earliest interview date for applicants taking the July Bar examination is usually in January. Applicants are scheduled for interviews in June and January on a first-come-first-serve basis depending on the date of submission of a complete application prior to a deadline set by the admissions office (a complete application includes a copy of the certification notice from the State Board of Law Examiners, see Step Three above). The vast majority of applicants are sworn in as members of the New York State Bar on the same day they are interviewed. A biennial attorney registration fee of \$350 must be paid to the Attorney Registration Unit of the Office of Court Administration prior to admission. The necessary registration form will be included with the letter scheduling you for an interview.

Mailing Address: Admissions Office
Appellate Division, Third Department
P. O. Box 7350, Capitol Station
Albany, New York 12224-0350

Shipping Address: Admissions Office
Appellate Division, Third Department
Robert Abrams Building for Law and Justice, State St.
Fifth Floor, Room 511
Albany, New York 12223

Telephone: (518) 471-4778

Website: www.nycourts.gov/ad3/admissions

E-mail: AD3AdmissionsOffice@courts.state.ny.us

PLEASE RETAIN THIS OUTLINE FOR FUTURE REFERENCE