

HOW TO APPLY FOR ADMISSION
TO THE NEW YORK STATE BAR

APPELLATE DIVISION, THIRD DEPARTMENT

WITHOUT EXAMINATION

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 neither residing nor 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, Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203 (518-452-8700) (www.nybarexam.org).

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 mail you a form, Applicant's Affidavit as to Legal Practice, which you should complete and return to the Third Department 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 (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 letter. The letter will also advise you to obtain the full application for admission package and instructions from the Court's website (<http://www.nycourts.gov/ad3/Admissions/>)

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 letter for an interview. If incomplete, you will be timely advised by letter 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 letter 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 (usually excluding January) and the vast majority of applicants are actually 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 \$350 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.

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.
Room 511, Fifth Floor
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