

**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 section 805.3 of this court's rules, applicants for 18-month pro hac vice admission must file the following documents in support of their application:

1. A verified petition setting forth factual statements showing that you meet the eligibility requirements for admission pro hac vice pursuant to section 520.11 of the Rules of the Court of Appeals, a copy of which is attached. 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 Divisions 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 subdivision (b) of section 520.11, 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 period 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.

(a) **General.** An attorney and counselor-at-law or the equivalent who is a member in good standing of the bar of another state, territory, district or foreign country may be admitted *pro hac vice*:

(1) in the discretion of any court of record, to participate in any matter in which the attorney is employed; or

(2) in the discretion of the Appellate Division, provided applicant is a graduate of an approved law school, to advise and represent clients and participate in any matter during the continuance of the applicant's employment or association with an organization described in subdivision 7 of section 495 of the Judiciary Law or during employment with a District Attorney, Corporation Counsel or the Attorney General, but in no event for longer than 18 months.

(b) **New York Law Students.** A graduate student or graduate assistant at an approved law school in New York State may be admitted *pro hac vice* in the discretion of the Appellate Division, to advise and represent clients or participate in any matter during the continuance of applicant's enrollment in an approved law school in New York State as a graduate student or graduate assistant, or during applicant's employment as a law school teacher in an approved law school in New York State, if applicant is engaged to advise or represent the client through participation in an organization described in subdivision 7 of section 495 of the Judiciary Law or during employment with a District Attorney, Corporation Counsel or the Attorney General, but in no event for longer than 18 months.

(c) **Association of New York Counsel.** No attorney may be admitted *pro hac vice* pursuant to paragraph (1) of subdivision (a) to participate in pretrial or trial proceedings unless he or she is associated with an attorney who is a member in good standing of the New York bar, who shall be the attorney of record in the matter.

(d) **Professional Responsibility Requirements.** An attorney admitted *pro hac vice* pursuant to this section:

- (1) shall be 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 Disciplinary Rules of the Code of Professional Responsibility; and
- (2) shall be subject to the jurisdiction of the courts of this State with respect to any acts occurring during the course of the attorney's participation in the matter.