

Appellate Division, Third Department
Attorney Admissions
P.O. Box 7350, Capitol Station
Albany, NY 12224-0350

TRANSFER OF APPLICATION FOR ADMISSION FORM (SEE CPLR 9403)

If, following certification by the State Board of Law Examiners but prior to your admission, your residential address changes to another Appellate Division Department, you may request a transfer of your application to the Department where your new residence is located. If you do not reside in New York State and subsequently obtain full-time employment in this State, you may request a transfer to the Department where your new employment is located. If you are requesting a transfer based on undue hardship grounds, you may not use this form and, instead, must submit a letter request to the Office of Attorney Admissions at the above-referenced address.

To request a transfer from the Appellate Division, Third Department to another Department, please complete this form and submit it, by email, to the Office of Attorney Admissions at AD3AdmissionsOffice@nycourts.gov:

1. Name: _____
(First) (Middle) (Last)

2. Phone: _____ Email: _____

3. I request a transfer based on:

- Current residence in another Appellate Division Department and/or
 Current full-time employment in another Appellate Division Department

4. The Appellate Division Department you wish to be transferred to:

- First Department Second Department Fourth Department

5. Current residential address: _____

6. Current employment address: _____

7. Attach a copy of the notice from the State Board of Law Examiners certifying you for admission in the Third Department.

Please be advised that each Appellate Division Department operates on a separate admissions schedule. For information on the schedules of the First (www.nycourts.gov/courts/ad1), Second (www.nycourts.gov/courts/ad2) or Fourth (www.nycourts.gov/courts/ad4) Departments, applicants should contact those Departments directly.

Please allow at least one week for processing.

Signature of Applicant

Printed Name of Applicant

Date