



**TO BE COMPLETED BY COURT OR AGENCY**

NAME OF NOMINEE:		FOR NOMINATING AUTHORITY USE
TITLE OF POSITION:		
COURT / AGENCY:	PART, TERM OR UNIT	FOR APPOINTING AUTHORITY USE
GEOGRAPHIC LOCATION OF POSITION:	AGENCY CODE/LINE NO.	
EFFECTIVE DATE:	GRADE / SALARY	
TYPE OF APPOINTMENT PROPOSED: (see reverse side)	RULE 22NYCRR25. _____	
I request that the above mentioned nominee be considered for appointment to the position indicated. AUTHORIZED SIGNATURE / TITLE / DATE:		FOR OFFICE OF COURT ADMINISTRATION USE

**NOMINEE MUST COMPLETE SECTION BELOW**

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
Indicate any OTHER NAME(s) by which you have been known (e.g. maiden name, alias, etc.): _____		
HOME ADDRESS:	CITY:	STATE: ZIP:
PHONE: <input type="checkbox"/> HOME:	<input type="checkbox"/> CELL:	
SOCIAL SECURITY NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**EMPLOYMENT ELIGIBILITY** (Answer all questions by placing an X in the appropriate box.)

Are you a citizen of the United States?  YES  NO Form I-9 attached?  YES  NO

If NO, do you have a legal right to work in the United States?  YES  NO

Are you at least 18 years of age?  YES  NO If NO, indicate your date of birth: (mm/dd/yyyy) \_\_\_\_\_

**ADMISSION TO THE BAR OF THE STATE OF NEW YORK**  NOT ADMITTED (Admission required within 18 months.)

ADMITTED: DATES OF ADMISSION: (mm/dd/yyyy) \_\_\_\_\_ APPELLATE DIVISION IN WHICH ADMITTED: \_\_\_\_\_

**MILITARY SERVICE:** Have you served in the U.S. Armed Forces?  YES  NO If YES, give dates of service:

FROM: (mm/dd/yyyy) \_\_\_\_\_ TO: (mm/dd/yyyy) \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

**LEGAL HISTORY** If you answer YES to any of these questions, provide details on an attached sheet.

A. Except for adjudications as youthful offender, wayward minor, or juvenile delinquent, have you ever been convicted of a misdemeanor or felony?  YES  NO

B. Do you have any criminal charges pending against you?  YES  NO

C. Have you ever been dismissed from any employment?  YES  NO

D. Have you ever received a discharge from the Armed Forces that was other than honorable?  YES  NO

E. Are you currently in violation of a court order in any state for child or spousal support?  YES  NO

F. Have you ever been disciplined by, or are charges presently pending before, any agency authorized to bring disciplinary proceedings related to the practice of any profession?  YES  NO

EDUCATION	SCHOOL NAME AND LOCATION	CREDITS EARNED	MAJOR SUBJECT	DEGREE EARNED	DATE DEGREE RECEIVED (mm/yyyy)
COLLEGE / UNIVERSITY					
GRADUATE / PROFESSIONAL					
LAW SCHOOL					

LIST ANY LICENSES OR CERTIFICATIONS: \_\_\_\_\_

**EMPLOYMENT HISTORY: Resume attached?**  YES  NO

NAME & ADDRESS OF EMPLOYER	AVERAGE HOURS PER WEEK	(Employment Dates)		TITLE & DUTIES
		FROM	TO	

**AFFIRMATION** I affirm that the statements made on this nomination (including any attached papers) are true.

I further affirm that I have read the rules regarding the practice of law which are cited on the reverse side. False statements made in this nomination are punishable under Penal Law (§ 210.45) and may result in disqualification.

SIGNATURE OF APPLICANT

DATE

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**Rules of the Chief Judge regarding the practice of law: 22 NYCRR 50.6**

- (a) A lawyer who is employed full-time in any court or agency of the Unified Court System shall not maintain an office for the private practice of law alone or with others, hold himself or herself out to be in the private practice of law, or engage in the private practice of law except as provided in this section.
- (b) Subject to prior written application and approval as to each professional engagement, a person referred to in subdivision (a) of this section may engage in the private practice of law as to matters not pending before a court or a governmental agency, in uncontested matters in the Surrogate's Court, uncontested accountings in the Supreme Court and other *ex parte* applications not preliminary or incidental to litigated or contested matters. Such approval shall continue only to the completion of the particular engagement for which permission was obtained, except that prior approval for the provision of *pro bono* services, authorized under subdivision (c) of this section, may be granted on an annual basis with respect to an organization or project that provides such services to persons unable to afford counsel. Prior approval must be obtained from:
- (1) the Chief Judge of the Court of Appeals for lawyers employed in that court;
  - (2) the Presiding Justice of the appropriate Appellate Division for lawyers employed by an Appellate Division; and
  - (3) the Chief Administrator of the Courts for lawyers employed in every other court or court-related agency in the Unified Court System.
- (c) (1) Persons referred to in subdivision (a) of this section may provide *pro bono* legal services, which do not interfere with the performance of their jobs, in contested or uncontested matters, except those brought in the courts of their own employment.
- (2) *Pro bono* services in any contested matter shall be performed under such written terms and conditions as may be specified by the approving authority designated in paragraph (b)(1), (2) or (3) of this section.
- (3) No provision of legal services or related activities authorized pursuant to this section may take place during usual working hours unless appropriate leave is authorized and charged. No public resources may be used in any such connection. Reasonable precautions must be taken in all cases by approving authorities and authorized employees to avoid actual and perceived conflicts of interest and the actual or perceived lending of the prestige or power of the public offices or positions of the employees and conveying the impression that such employees are in special positions to exert influence.
- (d) An employee of the Unified Court System who is employed on a part-time basis shall not participate directly or indirectly as a lawyer in any contested action or proceeding in the court in which he or she serves, or in any other practice of law which is incompatible with or which would reflect adversely upon his or her position or the performance of his or her duties. Such employee may participate as a lawyer in uncontested actions or proceedings in the court in which he or she serves only with prior written approval of the Chief Administrator of the Courts.
- (e) No partner or associate of a part-time law secretary or law clerk shall practice law before the justice or judge by whom such law secretary or law clerk is employed.
- (f) Each approving authority or designee shall report annually to the Chief Administrator of the Courts the number of requests and approvals. With respect to *pro bono* representation, each authorized employee shall report annually to the Chief Administrator the number of representations and *pro bono* hours performed.

NOTE: Attorneys appointed to any title in the Unified Court System shall be treated as full-time for purposes of 22NYCRR50.6 and be prohibited from the private practice of law.

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**Instructions For Completion Of Form UCS-74L "Nomination For Appointment of Attorneys"****NOMINEE**

1. Complete the section of the form, "NOMINEE MUST COMPLETE SECTION BELOW".
2. Sign and date the section, "AFFIRMATION".
3. Complete and sign the employee's section of Form I-9 (Employment Eligibility Verification).
4. Submit the form, with Form I-9 attached, to the court or court related agency to which you are applying.

**COURT OR COURT RELATED AGENCY**

1. Review the nomination as submitted by the nominee.
2. Complete the section of the form, "TO BE COMPLETED BY COURT OR AGENCY".
3. Complete and sign the employer's section of Form I-9 (Employment Eligibility Verification).
4. Retain one copy. Submit the form, with Form I-9 attached, to the appropriate Nominating Authority.

**NOMINATING AUTHORITY**

1. Complete the section, "FOR NOMINATING AUTHORITY USE".
2. Forward the form, with Form I-9 attached, to the Appointing Authority.

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**Type of Appointment (Pursuant to Rule 22 NYCRR)**

- EXEMPT CLASS APPOINTMENT** to an exempt class position .....**5.1 or 25.8**
- NON-COMPETITIVE CLASS APPOINTMENT** to a non-competitive class position .....**25.9**