

SUPREME COURT OF THE STATE OF NEW YORK
APPELLATE DIVISION: FIRST DEPARTMENT
27 MADISON AVENUE
NEW YORK, NEW YORK 10010

INSTRUCTIONS & A SAMPLE FORM FOR A MOTION FOR REINSTATEMENT TO THE
PRACTICE OF LAW FOR ATTORNEYS DELINQUENT IN THEIR REGISTRATION IN
VIOLATION OF JUDICIARY LAW SECTION 468-a.

1. Papers to be filed with the Clerk's Office (1 original plus 5 copies):
 - o Notice of Motion (Click [here](#) for sample)
 - o Affidavit (include relevant information such as the date of this Court's order of suspension, the reason for your default in registration, a showing full compliance with the suspension order and Judiciary Law §468-a, and the residence or other address where communications may be directed to you)
 - o Copy of temporary receipt from the Office of Court Administration showing payment of all outstanding registration fees
 - o Affidavit of Service showing service on the Departmental Disciplinary Committee, whose offices are located at 61 Broadway, New York, NY 10006
 - o Check for \$315.00 made payable to "Appellate Division, First Department"
 - o Self-addressed stamped envelope
2. The motion may be made returnable on any business day except in July and August when motions are submitted on Mondays only
3. Service: For personal service, the motion must be served at least 8 days prior to the return date of the motion; for service by mail, five days are added for a total of 13 days. The day of service is not counted. For example: If you personally serve your papers on the Departmental Disciplinary Committee ("DDC") on May 1st, the earliest date you can make your motion returnable is May 9th if the motion was served by personal delivery or May 14th if the motion was served by mail. (You may contact the DDC if you need short service)

