

SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION, FIRST JUDICIAL DEPARTMENT

## Instructions for Change of Name

Upon admission to practice law in New York State, attorneys are admitted under a certain name, which, from time to time they change for reasons such as marriage, divorce, or by court order.

In order to practice under a name different from the name under which you were admitted, you need approval from the Appellate Division in which you were admitted, regardless of where you currently live or practice.

If you were admitted in the First Department, execute the attached affidavit, and submit it, along with the required documentation and a stamped, self-addressed, return envelope.

If the reason for which you seek to practice under a new name is not covered by the attached affidavit, add a rider to the affidavit detailing the reason, and attach any relevant documentation.

You may not practice law under a name other than which you were admitted until you obtain approval from the Appellate Division.

If your Name Change application is approved, you will receive notice of the approval in the stamped, self-addressed, return envelope you submit with your affidavit. We notify the Office of Court Administration of an approved name change, and you should include a copy of the notice approving your name change in your next registration renewal.

Mail your attached affidavit, along with a stamped, self-addressed, return envelope, to:

Attorney Records  
Appellate Division, First Judicial Department  
41 Madison Avenue (at 26<sup>th</sup> Street) - 26<sup>th</sup> Floor  
New York, N.Y. 10010

SUPREME COURT OF THE STATE OF NEW YORK  
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APPLICATION FOR PERMISSION TO PRACTICE LAW UNDER A CHANGED NAMED

ATTORNEY'S AFFIDAVIT

I, \_\_\_\_\_, being duly sworn, depose and say:

1. I was admitted to the practice of law in the State of New York by the Appellate Division,  
First Judicial Department, on \_\_\_\_\_, under the name of:

\_\_\_\_\_  
( TYPE OR PRINT - Name under which you were admitted )

2. I seek permission to change the name under which I practice law to:

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Last

( TYPE OR PRINT - Proposed New Name)

3. I seek this change for the following reason [check one and attach proof]:

\_\_\_\_\_: Change in Marital Status **(Attach a copy of appropriate proof, e.g.,  
marriage certificate/license, divorce  
judgment. )**

\_\_\_\_\_: Other Legal Name Change **(Attach a copy of the court order changing  
your name, along with appropriate proof of  
compliance with the provisions of that order.)**

4. I have been known by the following names:

\_\_\_\_\_  
\_\_\_\_\_

**(If you have been known by or used other names, including by reason of marriage, divorce or other legal name change, list those names here, even though you may not have filed a formal name change with this Court, and attach proof of those name changes.)**

5. I am current in my biennial registration and registration fees with the Office of Court Administration.

6. With respect to all jurisdictions in which I am admitted to practice law, I am not currently subject to an outstanding order of discipline, or a pending disciplinary investigation, and, to my knowledge there are no complaints or charges of misconduct filed against me.

**(If you are currently subject to any of the above, please provide details.)**

7. I reside at \_\_\_\_\_  
\_\_\_\_\_.

8. My Telephone Number is: \_\_\_\_\_.

9. My E-Mail address is: \_\_\_\_\_.

10. No previous application for this relief has been made.

\_\_\_\_\_  
( Signature of Affiant)

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 2\_\_\_\_.

(Notarial Stamp/Seal)

\_\_\_\_\_  
Notary Public