

Supreme Court of the State of New York

Appellate Division: Second Judicial Department

HOW TO APPLY FOR ADMISSION TO THE NEW YORK STATE BAR ON EXAMINATION

Step One: Apply for and take the New York State Bar Examination. For information about the bar examination, contact the New York State Board of Law Examiners (the BOLE), located at Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203, (518)-452-8700, or visit the [BOLE website](#). The bar examination is administered twice per year, in February and July.

Step Two: After you take the bar examination, but before you are notified of the results, the State Board of Law Examiners will send your name and address to one of the four Departments of the Appellate Division of the New York State Supreme Court, depending on your residence and/or office address at the time you applied to take the examination. If you are an applicant who has sought certification to the Appellate Division, Second Department, the office of its Committees on Character and Fitness will then send you a letter advising you that the necessary instructions and forms to complete and file an application for admission are available on the Internet.

Step Three: Download the required forms from the website of the Appellate Division, Second Department, consisting of the Application Package, the Supplemental Instructions, and the OCA Registration Package. Read and carefully observe the General Instructions and the Supplemental Instructions regarding the preparation of the required forms in order to avoid delay in the processing of your application. You may begin completing the application questionnaire and obtaining the required supporting documents at your convenience but you should note that the execution of certain required supporting documents is time sensitive.

Step Four: After you have passed both the New York State Bar Examination and the Multi-state Professional Responsibility Examination (MPRE), you will receive a Notice of Certification from the BOLE that your eligibility for admission has been certified to a department of the Appellate Division. If you have been certified to the Second Department, you may then, in the following order:

- Complete the Form Registration Statement and mail it together with the required payment for the biennial registration fee required by Judiciary Law § 468-a to the Office of Court Administration, Attorney Registration Unit, General Post Office, P.O. Box 29327, New York, NY 10087-9327;
- Complete the Attorney Registration Certification Form attesting that you have registered and paid the required fee in compliance with Judiciary Law § 468-a and include it as a supporting document to your application for admission to the bar. Your application will be deemed incomplete if that form is omitted; and,
- File your completed application and supporting documents with the office of the Committees on Character and Fitness. Your application papers should *not* be submitted until after you have received the Notice of Certification from the BOLE. Include a copy of the Notice of Certification with your application package. Be sure to make and retain a copy of the entire, completed application package for your records.

Step Five: The staff of the Committees on Character and Fitness will review your application for admission. If it is complete, you will be notified by letter of the date scheduled for your personal interview with a Committee member. If additional information is needed, you will be advised by letter or telephone of the missing documents or required information.

Step Six: Appear for your personal interview with a member of the Committee on Character and Fitness.

Step Seven: Attend and successfully complete the court's Orientation to the Profession continuing legal education program (CLE). You may register for and attend the orientation program at any time after you are notified that you have passed the bar examination. Full information about the Orientation to the Profession program is available on the [Second Department website](#).

Step Eight: Take the constitutional oath of office as an Attorney and Counselor-at-Law. After you have registered with the Office of Court Administration, have submitted a complete application, have been interviewed and approved by a member of the Committees on Character and Fitness, and have completed the Orientation to the Profession CLE program, you will be notified of the date and time on which to appear at the courthouse of the Appellate Division, Second Department, to attend the ceremony at which you will take the oath of office and be admitted to the bar. The admission ceremony in the Second Department is conducted approximately 13 times each year. It is a formal court appearance and proper business attire is required.

Questions: Inquiries about these instructions or the admission process in general may be addressed to:

Committees on Character and Fitness
Appellate Division, Second Department
335 Adams Street, Room 2404
Brooklyn, NY 11201
Telephone: (718) 923-6360