

Supreme Court of the State of New York
Appellate Division: Second Judicial Department

**HOW TO APPLY FOR ADMISSION TO THE NEW YORK STATE BAR
WITHOUT EXAMINATION**

Step One: Obtain an application from the State Board of Law Examiners (the BOLE) for certification that you have the necessary legal education for admission to the New York State Bar without examination. Complete the application and file it with the BOLE together with the required filing fee. Further information about admission on motion without examination and the necessary forms may be obtained from the office of the BOLE, located at Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203, (518)-452-8700, or by visiting the [BOLE website](#). It is strongly recommended that you carefully review § 520.10 of the Rules of the Court of Appeals ([see 22 NYCRR 520.10](#)) before filling out the application.

Step Two: If the BOLE approves your application and sends a copy of your Certificate of Legal Education to the office of the Committees on Character and Fitness of the Appellate Division, Second Department, that office will mail you a form entitled Applicant's Affidavit as to Legal Practice which you should complete and return. The staff of the Committees on Character and Fitness will review the form affidavit to determine whether you have accumulated the necessary prior practice experience for admission on motion and whether you are currently admitted to practice in at least one other jurisdiction which would similarly admit a New York State attorney to its bar without examination.

Step Three: If the office of the Committees on Character and Fitness determines that you have accumulated the necessary prior practice experience and are currently admitted to practice in a reciprocal jurisdiction, it will so advise you by letter. The letter will also advise you to obtain the full application for admission package and instructions from the Internet.

Step Four: 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. You may begin completing the application for admission and obtaining the required supporting documents at your convenience but you should note that the execution of certain required supporting documents is time sensitive. Only file the application package after additionally completing Steps Five and Six below. Carefully observe the instructions regarding the preparation of the required forms in order to avoid delay in the processing of your application.

Step Five: Complete the Form Registration Statement and mail it together with a check 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.

Step Six: 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 completed form is omitted.

Step Seven: File your completed application and supporting documents with the office of the Committees on Character and Fitness. Be sure to make and retain a copy of the entire, completed application package for your records.

Step Eight: The office of the Committees on Character and Fitness will review your application for admission. If complete, you will be scheduled by letter for a personal interview with a Committee member. If incomplete, you will be advised by letter or telephone as to the additional information that is needed.

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

Step Ten: Attend and successfully complete the court's Orientation to the Profession continuing legal education program. You may register for and attend the orientation program at any time after you are notified by the office of the Committees on Character and Fitness that you are eligible for admission without examination. Full information about the Orientation to the Profession program is available on the [Second Department website](#).

Step Eleven: 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