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

NOTICE TO APPLICANTS – DUTY TO REGISTER

Your attention is called to the provisions of Judiciary Law § 468-a(1), which require that every attorney admitted to practice after January 1, 1986, shall file a registration statement prior to taking the constitutional oath of office. Judiciary Law § 468-a(4) requires the payment of a $375 registration fee at that time.

Applicants for Admission on Examination

After you receive a Notice of Certification from the New York State Board of Law Examiners (BOLE) that your eligibility for admission has been certified to the Appellate Division, Second Department, you must complete the attached Form Registration Statement and mail it, together with the required $375 fee, to the Office of Court Administration. *Do not file the registration statement and pay the fee until you receive the Notice of Certification from the BOLE.*

Applicants for Admission without Examination

After you receive notice from the Office of the Committees on Character and Fitness that you are eligible for admission to practice in New York on motion, without examination, you must complete the attached Form Registration Statement and mail it, together with the required $375 fee, to the Office of Court Administration. *Do not file the registration statement and pay the fee until you receive notice of your eligibility for admission from the Office of the Committees on Character and Fitness.*

All Applicants

The failure to register constitutes conduct prejudicial to the administration of justice and is cause for professional discipline (Judiciary Law § 468-a[5]). Mail the Form Registration Statement together with the required $375 fee to:

Office of Court Administration
Attorney Registration Unit
General Post Office, P.O. Box 29327
New York, NY 10087-9327.

After you have mailed the completed Form Registration Statement and payment to OCA, complete the Attorney Registration Certification Form below and *attach it to the lower left hand corner of page 1 of your Application for Admission Questionnaire*. The failure to attach the Attorney Registration Certification Form to your application will delay your admission to practice. Filing a false certification form will result in disciplinary action.

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ATTORNEY REGISTRATION CERTIFICATION FORM

Staple Here

Staple Here

I, (*print your name*)_____, do hereby certify that on _____, 20_____, I mailed a completed attorney registration statement, together with the required fee of $375, to the Office of Court Administration in compliance with Judiciary Law § 468-a(1) and (4).

_____
(Signature)

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