

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

**APPLICATION FOR ADMISSION TO PRACTICE AS AN ATTORNEY AND  
COUNSELOR-AT-LAW IN THE STATE OF NEW YORK**

**SUPPLEMENTAL INSTRUCTIONS**

After downloading the required forms from the website of the Appellate Division, Second Department you should carefully read the General Instructions and these Supplemental Instructions. Carefully observe the directions regarding the preparation of the required forms in order to avoid delay in the processing of your application.

*Preparation of Papers*

You may begin completing the Application for Admission Questionnaire and obtaining the required supporting documents at your convenience but you should note below that the execution of certain required supporting documents is time sensitive.

- All employment positions held by you from age 21, including your current employment, must be listed in the application. If any employment position was legal in nature, the application must be supported by an affidavit or affirmation from that employer. Affidavits or affirmations of *current* legal employment must be dated no earlier than 60 days prior to the filing of your application.
- Unless you have been admitted to the bar of another state and you are reporting legal employment in that state, do not describe your position with a legal employer as that of "associate." The term associate is reserved for those who have been admitted to the bar.
- Affidavits of Moral Character must be dated no earlier than 60 days prior to the filing of your application and will not be accepted from those who complete employment affidavits on your behalf or who know you solely in an employment relationship.
- Supporting documents without time restrictions are law school certificates and past employment affidavits. Those forms may be gathered in advance while you await notice of certification.
- Each form which contains multiple pages (i.e., the application, the affidavit of moral character, and the employment affirmation) must be stapled separately.
- Be sure to make and retain a copy of the entire, completed application package for your records.

*Order of Documents*

Place the papers in the order set forth in the last paragraph of page one of the General Instructions. *Attach your Attorney Registration Certification Form to the lower left hand corner of page 1 of your Application for Admission Questionnaire.*

*Filing the Completed Application Package*

Applicants for admission on examination in the Second Judicial Department may file their papers at any time after taking the bar examination. However, the office of the Committees on Character and Fitness recommends that they do so only in exceptional cases, such as where they plan to be absent from the state for an extended period and will be unable to complete the application questionnaire and gather the requisite supporting papers during that time. In the normal course, the completed application should only be filed after (1) the applicant for admission on examination has received Notice of Certification from the BOLE, or (2) the applicant for admission on motion, without examination, has received a letter from the Committees on Character and Fitness notifying him or her of eligibility for such admission.

*Where to File*

Mail your completed set of application papers to:

Committees on Character and Fitness  
Appellate Division, Second Department  
335 Adams Street, Room 2404  
Brooklyn, NY 11201

Inquiries about these Supplemental Instructions or the admission process in general may be addressed to the Committees in writing at the address above or by telephone to (718) 923-6360.