

March 19, 2018

Dear Candidate:

The State Board of Law Examiners has notified this Court that you sat for the February 2018 bar examination in this judicial department. We are enclosing information to assist you in applying for admission. Fillable forms are available on our website: www.nycourts.gov/ad4. **Please note that the forms that you submit to the Court should not be printed double sided.** If you prefer to have an admissions packet mailed to you, please call the Admissions Office at (585) 530-3131.

This Court will admit to practice successful bar candidates on June 18, 2018. In order to be eligible for admission in June, your completed application and all required affidavits and certificates must be ***postmarked on or before April 20, 2018. Please be advised that if you miss the deadline date, the next scheduled bar admission ceremony is in January 2019.***

In order to comply with the April 20th deadline, you should begin the process of assembling and completing the application immediately; ***do not wait for notification from the State Board of Law Examiners that you have passed the bar examination; you may supplement your application with a copy of the official certification from the State Board when you receive it.***

There is generally a delay of several weeks in obtaining responses from legal employers, law schools and moral character affiants, so you are advised to send these forms out immediately.

Please note that law schools may forward completed certificates directly to this office; all other required papers must be submitted as part of your complete application. **DO NOT SEND INDIVIDUAL DOCUMENTS TO THIS OFFICE.**

You should carefully examine all documents for accuracy and completeness and, with respect to affidavits, check to ensure that the venue, signature, stamp or seal and expiration date of the notary's commission are affixed. Your application must be signed and your signature must be notarized. Please consider that your application will be reviewed by a Justice of the Appellate Division and will be permanently filed with this Court. Consequently, the application should be assembled properly, and in the event that

any portions are handwritten, the writing should be neat and legible. *You are strongly encouraged to keep a copy of your complete application for your records.*

Upon receipt of your completed application, this Court will forward it for review by the appropriate Committee on Character and Fitness. The Committees will conduct group interview sessions in each judicial district in late May or early June 2018. Applicants who have filed completed applications will be notified in writing of the specific date and location of the interview session that they should attend. Please do not contact this office for information regarding the interview.

Finally, please be reminded that failure to comply with the filing deadline will delay your admission. Only timely and complete applications will be forwarded to the Character and Fitness Committees.

ADMISSIONS OFFICE