



INSTRUCTIONS TO REGISTER AS IN-HOUSE-COUNSEL

For Attorneys Admitted To Practice In a U.S. State, Territory or the District of Columbia

Pursuant to Part 522 of the Rules of the New York State Court of Appeals

Instructions for Attorneys Admitted to Practice in a U.S. State, Territory, or the District of Columbia

Please read these instructions carefully and retain them for future reference.

The application forms for registration as in-house counsel, and for re-registration with a new employer, pursuant to Part 522 of the Rules of the Court of Appeals are uniform among the four Appellate Division Departments in New York State, and may be found at www.nycourts.gov. You may apply for registration to the Appellate Division Department in which you reside, work, or plan to work.

Only a fully completed application will be accepted for filing. **When you file your application for registration, it should include the following and be arranged in the following order:**

- (1) application;
- (2) a letter from each such jurisdiction's disciplinary body entertaining complaints against attorneys, certifying whether charges have been filed with or by such body against you, and if so, the substance of the charges and the disposition thereof.
- (3) any other papers you desire to submit. If your name has been changed since admission in another jurisdiction, please ensure that all certificates and letters filed with your application reflect your correct current name.*

The Appellate Division Departments and their Committees on Character and Fitness reserve the right to request additional information and documentation from you, other than that listed in these instructions or specifically requested in the questionnaire.

Inability to comply with any of the foregoing requirements for registration must be set forth in an affidavit by you indicating any omission and stating fully the efforts made by you to fulfill the requirement.

Applicants shall preserve the original documents as the Court reserves the right to request the production of said documents. You will be informed if documents are missing or additional information is required. Currently, no fees are assessed for application or registration as in-house counsel in New York State.

**NOTE: Registered in-house counsel who change employers must re-register with the Appellate Division using the re-registration form. If the re-registration occurs within 30 days of ceasing prior employment, certificates of good standing, attorney disciplinary letters, or optional affidavits are not required. Certificates of Good Standing and Disciplinary Letters must be submitted if new employment commenced more than 30 days after leaving prior employment.*

Filing Offices

Applications for registration of in-house counsel should be filed with, and all inquiries concerning registration procedures should be directed to, the appropriate Clerk's Office (indicated below) of the Appellate Division Department in which you reside, are employed, or intend to be employed. Applicants for registration should submit the completed application package, including all required documents, in digital (pdf) format, by e-mail to the corresponding department (e-mail addresses below). **Do not apply to more than one Department of the Appellate Division.**

First Judicial Department

Clerk's Office, Appellate Division, First Department
AD1-IHC@nycourts.gov

Second Judicial Department

Clerk's Office, Appellate Division, Second Department
AD2-InhouseCounsel@nycourts.gov

Third Judicial Department

Attorney Admissions, Appellate Division, Third Department
AD3_Admissions@nycourts.gov

Fourth Judicial Department

Clerk's Office, Appellate Division, Fourth Department
ad4-in-house-counsel@nycourts.gov