

**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby amend, effective immediately, Part 118 of the Rules of the Chief Administrator (22 NYCRR) to add sections 118.3 and 118.4, relating to the registration of in-house counsel, to read as follows:

Section 118.3 Filing requirement

(a) Every in-house counsel approved by an Appellate Division for registration in New York State shall file an initial registration statement with the Chief Administrator of the Courts within 30 days of the date of receipt notice of such approval. During each alternate year thereafter, each such in-house counsel shall file a subsequent registration statement within 30 days after the in-house counsel's birthday, for as long as the in-house counsel remains eligible for registration pursuant to Part 522 of the Rules of the Court of Appeals.

(b) The initial registration statement shall be filed by ordinary mail addressed to:

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

Subsequent registration statements shall be filed by an online program established for that purpose.

(c) The registration statement shall be on a form provided by the Chief Administrator and shall include the following information, attested to by affirmation:

(1) name of in-house counsel;

- (2) date of birth;
- (3) name when first registered;
- (4) law school from which degree granted;
- (5) year of initial registration;
- (6) judicial department of registration as in-house counsel;
- (7) office addresses (including department);
- (8) home address;
- (9) business telephone number,
- (10) social security number;
- (11) e-mail address;
- (12) race, gender, ethnicity and employment category (optional); and
- (13) compliance with child support obligations.

(d) In the event of a change in any of the information required to be provided pursuant to subdivision (e) of this section, the in-house counsel shall file an amended statement within 30 days of such change.

(e) Failure by any in-house counsel to comply with the provisions of this section shall result in administrative termination of the registrant's status as in-house counsel pursuant to Part 522 of the Rules of the Court of Appeals, as well as disciplinary action by the Appellate Division of the Supreme Court.

Section 118.4 **Public access to in-house counsel registration information**

(a) Except as otherwise provided in this section, the information contained in the registration statement filed pursuant to section 118.3 of this Part shall be made available to the public upon submission of a written request and the payment of a charge for production, pursuant to the following schedule:

(1) Information for individual registered in-house counsel by name:

- (i) no charge for single inquiry;
- (ii) \$2.50 for each additional name.

(2) Names and business addresses of registered in-house counsels by geographical area:

- (i) \$25.00 for 100 or fewer names;
- (ii) \$1.00 for each additional 100 names;
- (iii) \$100.00 for list of all registered in-house counsels.

Other requests may entail additional fees as circumstances warrant. Fees may be waived for requests by government agencies. Written requests for information shall be made to the Attorney Registration Unit, Office of Court Administration, 25 Beaver Street, New York, NY 10004.

(b)

(1) The home address of an in-house counsel shall be made available to the public only in the following circumstances:

- (i) where no office is listed, the home address will be made public;

(ii) where an office address is listed, but a request for information alleges that the in-house counsel cannot be located at that address, the home address will be made public only if the Chief Administrator determines, by independent inquiry, that the in-house counsel cannot be located at the listed office address.

(2) The social security number, race, gender, ethnicity and employment category of the in-house counsel shall not be made available to the public.

(c) All information relating to a particular in-house counsel will be provided to that in-house counsel or, on the in-house counsel's written request, to any person or agency.

(d) All information will be available at all times to the attorney discipline committees of the Appellate Divisions.

Chief Administrative Judge of the Courts

Dated:

AO/ /11