

ADMINISTRATIVE ORDER OF THE  
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Pursuant to the authority vested in me, and with the advice and consent of the Administrative Board of the Courts, I hereby amend 22 NYCRR §§118.3 and 118.4 to provide for the biennial registration of foreign legal consultants, effective January 1, 2018, to read as follows (new material underlined, deleted material stricken):

PART 118. Registration of Attorneys, In-House Counsel, and Foreign Legal Consultants

\* \* \*

Registration of In-House ~~Attorneys~~Counsel and Foreign Legal Consultants

**Section 118.3 Filing requirement**

(a) Every in-house counsel and every foreign legal consultant 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, or at such other time as the Chief Administrator may direct. During each alternate year thereafter, each such ~~in-house counsel~~registrant shall file a subsequent registration statement within 30 days after the ~~in-house counsel's~~registrant's birthday, for as long as the ~~in-house counsel~~registrant 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~~the registrant;
- (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; and
- (14) if registering as a foreign legal consultant, the name of the foreign country of his or her admission to practice.

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

(e) Failure by any in-house counsel or foreign legal consultant to comply with the provisions of this section shall result in ~~administrative~~ termination of the registrant's status as foreign legal consultant or in-house counsel pursuant to Part 521 or 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~~ registrants 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~~ registrants 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~~ registrants. 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~~ a registrant shall be made available to the public only in the following circumstances:

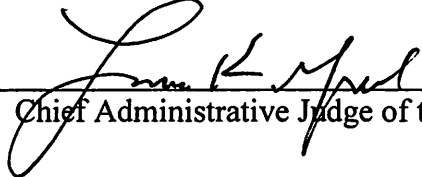
- (i) where no office is listed, the home address will be made public;
- (ii) where an office address is listed, but a request for information alleges that the ~~in-house counsel~~ registrant cannot be located at that address, the home address will be made public only if the Chief Administrator

determines, by independent inquiry, that the ~~in-house counsel~~registrant cannot be located at the listed office address.

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

(c) All information relating to a particular ~~in-house counsel~~registrant will be provided to that ~~inhouse counsel~~registrant or, on the ~~in-house counsel's~~registrant'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: December 6, 2017

AO/355/17