



State of New York
Supreme Court, Appellate Division
Third Judicial Department
Admissions Office
P.O. Box 7350, Capitol Station
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Robert D. Mayberger
Clerk of the Court

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Anthony A. Moore
Director of Attorney Admissions

March 2023

Dear Applicant:

The Office of Attorney Admissions has been advised that you recently sat for the February 2023 New York State Bar examination. Once the New York State Board of Law Examiners certifies you for admission to the Appellate Division, Third Judicial Department, this Office will be able to review your application for admission to practice law in New York. The necessary forms and instructions may be accessed at <http://www.nycourts.gov/ad3/Admissions>.

Please be advised that the supplemental instructions set forth below are specific to an applicant's submission of an application to the Third Judicial Department. The instructions are supplemental to the General Instructions set forth in the application materials and other instructions and guidelines available on the New York State Board of Law Examiners' [website](#). You are encouraged to treat these supplemental instructions as a checklist for full compliance. **PLEASE BE SURE TO CAREFULLY OBSERVE ALL INSTRUCTIONS AND GUIDELINES IN ORDER TO AVOID DELAY IN THE PROCESSING OF YOUR APPLICATION.**

- Complete and file the **Application for Admission Questionnaire**; be sure to include the following additional items in your application package:
 - A copy of your **State Board of Law Examiners Notice of Certification**. If you have submitted an application prior to being certified, this notice should be transmitted to us as soon as possible after you receive it. For information on prerequisites to certification, please see Rules of the Court of Appeals (22 NYCRR) § 520.9.
 - Two (2) **Good Moral Character Affirmations**. These affirmations should be completed by individuals who have known you for at least two years. These affirmations should not be completed by persons related to applicant by blood or marriage, members of the faculty or administrative staff of any law school you have attended, or persons associated with your present employer or who complete a law-related employment affirmation on your behalf.
 - Law-related Employment Affirmations** for all legal positions referenced on your application questionnaire, including law school internships, externships and research assistant positions. Please ensure that the information contained in the employer affirmation matches the information set forth in your application, especially the dates of employment.

- Certificates of Good Standing and Grievance Letters** from other jurisdictions in which you have been admitted to practice. These documents must be dated no earlier than 60 days prior to the filing of your application.
- A Form Affidavit of Compliance with the Pro Bono Requirement.** For specific information regarding this requirement, please reference Rules of the Court of Appeals (22 NYCRR) § 520.16 (Additional information on this rule may be found [here.](#))
- A Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement.** This form does not apply to applicants who commenced their legal studies prior to August 1, 2016. For specific implementation information, applicants are directed to Rules of the Court of Appeals (22 NYCRR) § 520.18 (c).
- Send the **Form Law School Certificate** to each law school that you attended.
- If you answer "yes" to question 26 on the application, your explanation of the underlying facts should include relevant dates; we do not initially require associated police and court records. If such records are deemed necessary following review of your application, they will be requested at that time.
- Make and retain a copy of the completed application for your records.

Pursuant to the [April 27, 2020 Joint Statement of the Presiding Justices](#), the requirement that only original documents may be submitted has been revised to permit submission of applications and supporting documents in digital (PDF) format, provided that the applicant represents that the digitized document is a complete and accurate representation of the original. Please note that the Committees on Character and Fitness, and the Appellate Division, reserve the right to request the production of the original. The formatting requirements for electronic submission are available on the Court's website [here](#). Please also review the Joint Statement for additional information regarding submission of your application.

Finally, please note that you must keep your address current with the [New York State Board of Law Examiners](#) until the time of your certification, as this address will determine the Department to which you become certified.

If you have any questions regarding the admissions process, please consult the Third Judicial Department's website or email the Court's Office of Attorney Admissions at AD3AdmissionsOffice@nycourts.gov.

Very truly yours,



Robert D. Mayberger
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