

HOW TO APPLY FOR ADMISSION ON EXAMINATION **APPELLATE DIVISION, THIRD DEPARTMENT**

STEP ONE: Apply for and take the New York State bar examination. For up-to-date information regarding registering for the bar examination, please contact the [State Board of Law Examiners](#) (hereinafter the Board). Please note that, in order to be certified for admission, in addition to achieving a passing score on the Uniform Bar Examination (UBE) you must also: (1) complete the New York Law Course; (2) take and pass the New York Law Exam; and (3) take and pass the Multistate Professional Responsibility Examination.

STEP TWO: After taking the UBE in New York, the Board provides each of the four Appellate Divisions with a list of the individuals who took the UBE in their respective jurisdictions, along with each applicant's contact information. The Appellate Division to which your contact information is provided is based upon the residence and/or office address that you provided to the Board when registering for the UBE. For applicants that neither reside nor have offices in New York, your contact information is provided to the Third Department. Following receipt of your contact information, the Third Department's Office of Attorney Admissions will send a letter, via email, notifying you of the instructions and procedures for completing and filing your application. All application instructions and forms may be obtained on [the Board's website](#).

STEP THREE: Upon passing the bar examination and being certified to the Third Department, you must submit a copy of your Notice of Certification and a complete application package to the Office of Attorney Admissions. Pursuant to the Third Department's current [Filing Requirements](#) and the [April 2020 joint statement of the presiding justices of the Appellate Divisions](#), all applications and supporting documents **MUST** be submitted, via email, in digital (pdf) format. When submitting your application, you must provide a statement indicating that the digitized document is a complete and accurate representation of the original. This Office and the Committees on Character and Fitness reserve the right to request production of the original. Failure to observe all instructions and guidelines for submission of your application will delay the processing of your application.

STEP FOUR: The Office of Attorney Admissions will review your admissions application. Once complete, you will be tentatively scheduled for the next available admissions ceremony and your application will be forwarded to a member of the Third Department's Committees on Character and Fitness for investigation. If, upon review, additional information is required to supplement your application or if an interview is deemed necessary, you will be advised in due course.

STEP FIVE: Applicants are scheduled for admission on a first-come, first-served basis based upon the date that their application is deemed complete. Following investigation of your application by a member of the Character and Fitness Committee, you will be notified via email approximately one to two weeks prior to your scheduled admissions ceremony as to whether your application has been approved. If approved, you must pay the biennial attorney registration fee of \$375 to [the Office of Court Administration's Attorney Registration Unit](#) prior to your participation in the admissions ceremony (*see* Judiciary Law § 468-a; *see also* Rules of Chief Admin of Cts [22 NYCRR] § 118.1). The Third Department is presently conducting both in-person and remote admissions ceremonies. The dates of these admissions ceremonies are located on the Court's Schedule of Terms which can be viewed on [the Third Department's website](#).