

HOW TO APPLY FOR ADMISSION WITHOUT EXAMINATION **APPELLATE DIVISION, THIRD DEPARTMENT**

STEP ONE: Obtain an application from the State Board of Law Examiners (hereinafter the Board) for certification that you have the requisite legal education for admission to the New York State bar without examination. Once approved, the Board will forward your Notice of Certification to the appropriate Appellate Division, based upon your residence and/or office address. Applicants who neither reside nor are employed full-time in New York are certified by the Board to the Appellate Division, Third Department. For further information and the application to complete this step, please contact the [Board](#).

STEP TWO: Upon receipt of your Notice of Certification from the Board, the Third Department's Office of Attorney Admissions will email you an "Applicant's Affidavit as to Legal Practice," which you must complete and return to this Office via email. The affidavit will be reviewed to determine whether you have accumulated the necessary practice experience for admission on motion and are currently admitted to practice in at least one other jurisdiction which would similarly admit a New York attorney to its bar without examination (i.e., a reciprocal jurisdiction) (*see* Rules of Ct of Appeals [22 NYCRR] § 520.10).

STEP THREE: If your Affidavit as to Legal Practice is approved, you will be advised via email and directed to obtain the [Multi-Department Admission Packet](#) from the Board's website.

STEP FOUR: Complete and file the Multi-Department Admissions Packet. 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 FIVE: The Office of Attorney Admissions will review your 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 SIX: 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, prior to participation in the admissions ceremony, you must pay the biennial attorney registration fee of \$375 to [the Office of Court Administration's Attorney Registration Unit](#) (*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](#).