

ADMISSION PRO HAC VICE

Admission pro hac vice in the Supreme Court, Appellate Division, Third Judicial Department is governed by [Rules of the Court of Appeals \(22 NYCRR\) § 520.11](#) and [Rules of the Appellate Division, Third Department \(22 NYCRR\) § 805.3](#).

- Instructions to applicants seeking an 18-month admission pro hac vice pursuant to Rules of the Court of Appeals (22 NYCRR) § 520.11 may be found below.
- An application for admission pro hac vice to participate in the trial or argument of a particular cause or case should be made to the court in which the action or proceeding is pending (*see* Rules of Ct of Appeals [22 NYCRR] § 520.11 [a] [1]; Rules of App Div, 3d Dept [22 NYCRR] § 805.3 [a]).

INSTRUCTIONS TO APPLICANTS FOR 18-MONTH ADMISSION PRO HAC VICE (*see* Rules of Ct of Appeals [22 NYCRR] § 520.11)

In accordance with Rules of the Appellate Division, Third Department (22 NYCRR) § 805.3, an applicant for 18-month pro hac vice admission must file the following documents with the Office of Attorney Admissions in support of the application:

1. A verified petition demonstrating that you meet the eligibility requirements for admission pro hac vice pursuant to Rules of the Court of Appeals (22 NYCRR) § 520.11 (a) (2) or (b).

In the petition, please indicate whether you have ever been the subject of any arrest, charge or conviction for any felony or misdemeanor and, if so, state the underlying facts. You must also state that you are familiar with and will comply with the standards of professional conduct imposed upon members of the New York bar, including the rules of court governing the conduct of attorneys and the Rules of Professional Conduct promulgated as Joint Rules of the Appellate Divisions of the Supreme Court (22 NYCRR part 1200).

2. A certificate of your admission and good standing from each jurisdiction where admitted.
3. A letter from the grievance committee, or body entertaining complaints against lawyers, of the jurisdiction or jurisdictions in which you have been admitted, certifying whether any charge or complaint has ever been filed against you and, if so, the substance of such charge or complaint and the disposition thereof.
4. In the case of applicants applying pursuant to Rules of the Court of Appeals (22 NYCRR) § 520.11 (a) (2), (a) a certificate from an approved law school stating that you are a graduate therefrom, and (b) an affidavit from an officer of the organization by which you are to be employed setting forth the nature of the legal services to be performed and certifying that your employment pursuant to your admission pro hac vice will not extend beyond 18 months from the date of the Court's order.

5. In the case of applicants applying Rules of the Court of Appeals (22 NYCRR) § 520.11 (b), a certificate from an approved law school stating that you are enrolled as a graduate student or graduate assistant or are employed as a law school teacher in a criminal law or poverty law and litigation program of the school and that your involvement in such a program will not extend beyond the period of your enrollment as a graduate student or graduate assistant or beyond your employment as a law school teacher in a criminal law or poverty law program.
6. A copy of your current resume.

Upon receipt of the foregoing papers, an order will be entered by the Clerk of the Appellate Division and two certified copies will be forwarded to you. The order will approve your admission pro hac vice for a maximum of 18 months during the continuance of your employment by a legal services office, or by a District Attorney, Corporation Counsel or the Attorney General.

TEMPORARY PRACTICE OF LAW

The Court of Appeals rules also provide for the Temporary Practice of Law in New York under certain circumstances (*see* [Rules of Ct of Appeals \[22 NYCRR\] § 523](#)).