

## **FILING REQUIREMENTS FOR ATTORNEY ADMISSION APPLICATIONS**

Pursuant to the [Statement of the Presiding Justices regarding Bar Admission Practices dated April 27, 2020](#) and the filing procedures for the Appellate Division, Third Department's Office of Attorney Admissions, applications for admission to the practice of law in this State **MUST** be submitted to the Court's Office of Attorney Admissions, via email, in the requisite PDF format at:

[AD3AdmissionsOffice@nycourts.gov](mailto:AD3AdmissionsOffice@nycourts.gov)

Please be advised that the filing of hard copy applications and supporting documentation is not a proper filing method and such submissions will not be accepted by this Office. Strict compliance with this Court's filing requirements is required as incomplete, illegible, defective or carelessly prepared application papers may result in the rejection of your application package.

Please be advised that your Application for Admission to Practice as an Attorney and Counselor-at-Law in the Third Judicial Department may be filed **only after you have received notification that you have been certified by the New York State Board of Law Examiners to the Third Judicial Department.** Applications for admission that are received prior to issuance of a Notice of Certification from the Board of Law Examiners will be not be accepted.

Applications that are submitted to this Court electronically via email shall:

- a. contain a statement indicating that the applicant represents that the digitized document is a complete and accurate representation of the original;
- b. be submitted as a singular PDF document; and
- c. be scanned at a resolution sufficient to ensure legibility.

This Office further reserves the right to request resubmission of any application that does not meet the requisite filing requirements. The Committees on Character and Fitness and the Appellate Division further reserve the right to request production of the original of any document filed as part of the application package. **If your application is submitted via email, DO NOT SUBMIT duplicate hard copies by mail unless you are specifically directed to do so by the Office of Attorney Admissions.**

Additional information regarding other modifications to the bar admissions process as a result of COVID-19 public health crisis is available in the [April 21, 2020 directive of the Court of Appeals](#).