

## Formatting Requirements for Attorney Admission Applications

In view of the public health crisis, applications may be submitted to the Court's Attorney Admissions email address ([AD3AdmissionsOffice@nycourts.gov](mailto:AD3AdmissionsOffice@nycourts.gov)). Please do not submit your application until you are in receipt of notice from the New York State Board of Law Examiners that you have been certified to the Third Department, as this notice is a required part of the application.

In addition to the "[Compiling Applications](#)" section of the General Instructions, Applications for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York submitted to this Court electronically must meet the following requirements:

- a. In the body of the email, include a statement 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;
- c. be no greater than 30MB in size; and
- d. be scanned at a resolution sufficient to ensure legibility.

If the submission exceeds the maximum size, please contact our office by email for further instruction. We reserve the right to request re-submission to comply with text searchable PDF archival format (PDF/A). The Committees on Character and Fitness, and the Appellate Division, further reserve the right to request the production of the original. **If you submit a PDF by email, do not submit duplicate hard copies by mail unless you are specifically directed by the Admissions Office to do so.** Inability to comply with the above requirements may result in the rejection of your submission.

Additional information is available in the [April 21, 2020 directive of the Court of Appeals](#) and [Statement of the Presiding Justices regarding Bar Admission Practices dated April 27, 2020](#).