

## INSTRUCTIONS FOR ATTORNEY NAME CHANGE

An attorney admitted by the Appellate Division, Third Department who wishes to change their name as listed on the Roll of Attorneys may do so by completing the attached form.

This form is for use solely by those attorneys that were admitted to practice by the Appellate Division, Third Department. Attorneys that were admitted by the Appellate Divisions in the First, Second or Fourth Departments should contact those Departments for their respective procedures regarding name changes.

After completing the attached form, attach your supporting documentation to the name change request; specifically, a copy of your marriage certificate, divorce decree, annulment or name change order from a court. The original marriage certificate, divorce decree, annulment or name change order is not required, a copy thereof may be attached (although the Court reserves the right to request a certified copy of the original). If an attorney is unable to provide a marriage certificate, divorce decree, annulment or name change order in support of his or her application, the attorney must attach an affidavit or affirmation explaining why he or she cannot obtain such an order and otherwise provide the factual basis supporting his or her name change request. Please note that only those applications that are supported by a marriage certificate, divorce decree, annulment or name change order from a court may be administratively processed by this Office. All other applications will be referred to the Court for review and determination.

The attached form must be typewritten and a signed copy may be submitted via email for processing. **Any emailed submission must contain your representation that the digitized document(s) is/are a complete and accurate representation of the original(s). The Court also reserves the right to request the production of the original.** Please email the attached form and any supporting documentation to:

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

If your name change application is approved, you will receive notice thereof via email. This Office will also notify the Office of Court Administration, Attorney Registration Unit of your approved name change, who will administer the change to your Attorney Registration.

Appellate Division, Third Department  
Office of Attorney Admissions  
P.O. Box 7350, Capitol Station  
Albany, NY 12224-0350

**ATTORNEY NAME CHANGE FORM**

1. Current name on Roll of Attorneys:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

2. Requested new name:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

3. Current mailing address:

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not United States): \_\_\_\_\_

4. Current email address: \_\_\_\_\_

5. Attorney registration number: \_\_\_\_\_

6. The reason for the name change: \_\_\_\_\_

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7. I am in good standing in New York State and am currently registered with the Office of Court Administration, Attorney Registration Unit.
8. I am not currently subject to either an order of suspension or disbarment or a pending disciplinary investigation in another jurisdiction, and to my knowledge there are no complaints of professional misconduct filed against me.
9. I certify that I am not seeking a name change with the intention to mislead or deceive or for any unlawful purpose.

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Printed Name of Attorney

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Signature of Attorney

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Date