

# Supreme Court of the State of New York

## Appellate Division: Second Judicial Department

### HOW TO APPLY FOR LICENSURE AS A FOREIGN LEGAL CONSULTANT

These instructions are applicable only to applicants for a license as a foreign legal consultant in New York who intend to maintain an office in the following counties located within the jurisdiction of the **Second Judicial Department**: Kings (also known as Brooklyn), Queens, Richmond (also known as Staten Island), Westchester, Putnam, Dutchess, Rockland, Orange, Nassau, and Suffolk. Applicants who intend to maintain an office in New York County (also known as Manhattan) or Bronx County should obtain instructions for applying to the Appellate Division, First Judicial Department. Applicants who intend to maintain an office elsewhere in New York State should obtain instructions from the Appellate Division Third or Fourth Judicial Department. Further information from the websites of the First, Third and Fourth Departments may be accessed at [www.nycourts.gov/courts/appellatedivisions.shtml](http://www.nycourts.gov/courts/appellatedivisions.shtml).

### APPLICATION PROCESS

Applicants seeking to apply to the Second Judicial Department must follow these preliminary steps below before filing a formal application for a license as legal consultant. Formal applications filed without completing these preliminary steps will be rejected.

*Step One:* Carefully read [part 521 of the Rules of the Court of Appeals](#) and [part 692 of the Rules of the Appellate Division, Second Department](#) governing the licensing of legal consultants to determine whether you meet the basic eligibility requirements. Licensure as a foreign legal consultant does not constitute admission to the bar of the State of New York. Legal consultants are not New York attorneys. Applicants should carefully read and understand the provisions of the aforesaid Rules regarding the limited scope of practice of foreign legal consultants and the services that they may render in this state.

*Step Two:* Complete and file the Second Department [Form Affidavit of Legal Practice](#). Be sure the affidavit is properly executed and sworn before a notary public or other officer duly authorized to administer the oath.

*Step Three:* Submit the fully executed Affidavit of Legal Practice in digital (pdf) format, by email, to the Office of the Committees on Character and Fitness at [AD2CCF@nycourts.gov](mailto:AD2CCF@nycourts.gov). In the subject line of your email please type “**Affidavit of Legal Practice - Your Last Name, Your First Name.**” *Please be sure to provide a statement in your transmittal email confirming that the digitized document you are attaching is a complete and accurate representation of the original.* Make sure you preserve the original Affidavit of Legal Practice as the Committees on Character and Fitness, and the Appellate Division, reserve the right to request the production of the original.

*Step Four:* The Office of the Committees on Character and Fitness will review your Affidavit of Legal Practice to determine if you are eligible to apply to the Second Department for a license as a legal consultant. You will be notified in writing of that determination and, if eligible, you will be provided with the necessary forms for making the application, together with complete instructions.

Inquiries about applying for Licensure as a Foreign Legal Consultant may be addressed to the Committees by email at [AD2CCF@nycourts.gov](mailto:AD2CCF@nycourts.gov).

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