APPLICATION FOR REGISTRATION AS IN-HOUSE COUNSEL IN THE STATE OF NEW YORK

NEW YORK SUPREME COURT
APPELLATE DIVISION

GENERAL INSTRUCTIONS

Please read these General Instructions carefully and retain them for future reference.

The application form for registration as in-house counsel pursuant to Part 522 of the Rules of the Court of Appeals is uniform among the four Appellate Division Departments in New York State, and may be found at **www.nycourts.gov.** You may apply for registration to the Appellate Division Department in which you reside, work, or plan to work. **Do not apply to more than one Department of the Appellate Division**.

Only fully completed applications will be accepted for filing. **When you file your application for registration, it should include the following and be arranged in the following order: (1)** application; **(2)** a certificate of good standing for each jurisdiction in which the applicant is licensed to practice law; **(3)** a letter from each such jurisdiction's grievance committee, or other body entertaining complaints against attorneys, certifying whether charges have been filed with or by such committee or body against the applicant, and, if so, the substance of the charges and the disposition thereof; **(4)** any other papers you desire to submit. If your name has been changed since admission in another jurisdiction, please ensure that all certificates and letters filed with your application reflect your correct current name. Only original documents (not copies) will be accepted for filing.

The Appellate Division Departments and their Committees on Character and Fitness reserve the right to request additional information and documentation from you, other than that listed in these instructions or specifically requested in the questionnaire.

Inability to comply with any of the foregoing requirements for registration must be set forth in an affidavit by you indicating any omission and stating fully the efforts made by you to fulfill the requirement.

You will be informed by letter in a timely fashion if documents are missing or additional information is required. **The Appellate Division will mail communications relating to the application to your residential address.**

Currently, no fees are assessed for application or registration as an in-house counsel in New York State.

FILING OFFICES

Applications for registration of in-house counsel should be filed with, and all inquiries concerning registration procedures should be directed to the appropriate Clerk's Office (indicated below) of the Appellate Division Department in which you reside, are employed, or intend to be employed. **Do not apply to more than one Department of the Appellate Division.**

FIRST JUDICIAL DEPARTMENT: . . . . . Clerk's Office, Appellate Division, First Department, 27 Madison Avenue, New York, New York 10010

SECOND JUDICIAL DEPARTMENT: . . . . . Clerk's Office, Appellate Division, Second Department, 45 Monroe Place, Brooklyn, New York 11201

THIRD JUDICIAL DEPARTMENT: . . . . . Attorney Admissions, Appellate Division, Third Department, P.O. Box 7350, Capitol Station, Albany, New York 12224-0350

FOURTH JUDICIAL DEPARTMENT: . . . . . Clerk's Office, Appellate Division, Fourth Department, Suite 200, 50 East Avenue, Rochester, New York 14604