

**Supreme Court of the State of New York**  
**Appellate Division: Second Judicial Department**

**Application for Admission to Practice as an Attorney and Counselor-  
at-Law in the State of New York**

**Supplemental Instructions**

These instructions are specific to applicants submitting an application to the Second Judicial Department. They serve as a checklist and supplement the General Instructions set forth in the “Application Package” and the other instructions and guidelines accessible through the links at the Court’s web site at:

<http://www.nycourts.gov/courts/ad2/attorney matters.shtml>.

**PLEASE BE SURE TO CAREFULLY OBSERVE ALL INSTRUCTIONS AND GUIDELINES IN ORDER TO AVOID DELAY IN THE PROCESSING OF YOUR APPLICATION.**

- Complete the **Orientation to the Profession** program (see the link at the web site above). You may do so at any time after taking bar exam or submitting an application for admission on motion. Be sure to attach the original, signed Certificate of Completion Form as the last exhibit to your application.
- Send the **Form Law School Certificate** to each law school you attended.
- Register as attorney with the Office of Court Administration, and pay the required fee. Be sure to retain your receipt and attach a copy to your application for admission. You may register on-line and obtain a receipt via the following link: <https://iapps.courts.state.ny.us/aronline/BoleSearch>
- Complete and file the **Application for Admission Questionnaire**; be sure to include the following additional items in your application package:
  - Copy of your **State Board of Law Examiners Notice of Certification**.
  - Two (2) **Affirmations of Good Moral Character**; affirmations must be dated no earlier than 60 days prior to the filing your application and will not be accepted from those who complete employment affirmations on your behalf or know you solely in an employment relationship
  - All required **Employment Affirmations or Letter**; unless you have been admitted to the bar in another state and you are reporting legal employment in that state, do not describe your position with a legal employer as that of “associate”, which is a term reserved for those who have been admitted to the bar; ensure that the information contained in the employer affirmation matches the information set forth in your application, especially the dates of employment; affidavits of current legal employment must be dated no earlier than 60 days prior to the filing of your application.
  - ORIGINAL Certificates of Good Standing and Grievance Letters** from other jurisdictions in which you have been admitted to practice;
  - Form Affidavit of Compliance with Pro Bono Requirements** (see the link for “50 hour Pro Bono

Requirement” at the Court's web site above).

- Form Affidavit of Compliance with Skills Competency and Professional Values Requirement** (if required, see link for "Skills Competency Requirement" at the Court's web site above. Applicants who commenced their legal studies on or before August 1, 2016 are exempt from this requirement.).
- If applicable to you, the following additional information/documentation:
  - Copy of marriage certificate or court order in case of name change;
  - If a non-U.S. citizen or not born in the United States, proof of immigration status or naturalization;
  - If you answer “yes” to question #27 of the questionnaire, include in your explanation of the underlying facts both the date of occurrence for any offense and the date of final disposition; provide a certificate of disposition or similar original record for any criminal charge and any alcohol-related offense;
  - Copies of judgments or other dispositions in civil actions or proceedings;
  - If you answer “yes” to question #34, provide supporting documentation.
- Place all papers in the proper order, before filing, as detailed in the General Instructions.
- Make and retain a copy of the completed application for your records.

### *Filing the Completed Application Package*

Applicants for admission on examination in the Second Judicial Department may file their papers at any time after taking the bar examination. However, the office of the Committees on Character and Fitness recommends that they do so only in exceptional cases, such as where they plan to be absent from the state for an extended period and will be unable to complete the application questionnaire and gather the requisite supporting papers during that time. In the normal course, the completed application should only be filed after (1) the applicant for admission on examination has received Notice of Certification from the BOLE, or (2) the applicant for admission on motion, without examination, has received a letter from the Committees on Character and Fitness notifying him or her of eligibility for such admission.

### *Where to File*

Mail or deliver your original, completed set of application papers (***do not send electronically***) to:

Committees on Character and Fitness  
Appellate Division, Second Department  
335 Adams Street, Room 2404  
Brooklyn, NY 11201

Inquiries about these Supplemental Instructions or the admission process in general may be addressed to the Committees in writing at the address above, or by email at [AD2CCF@NYCOURTS.GOV](mailto:AD2CCF@NYCOURTS.GOV), or by telephone to (718) 923-6360.