

Exemption Request Instructions

To seek an exemption pursuant to 22 NYCRR Part 154 from the public disclosure of client information pursuant to Public Officers Law §73-a follow these steps:

- A. Review 22 NYCRR Part 154 carefully.
- B. Complete and sign the attached exemption application form: “*Exemption Application*” (For convenience, the form is provided in both fillable PDF and Word formats.)
- C. Scan the signed application, together with whatever additional materials will be helpful in assessing the exemption request, into a single pdf.
- D. Send the scanned application and materials to OCA by one of the methods below:

Method I (unencrypted pdf):

1. Send the pdf as an attachment to an email directed to:
ExemptionRequests@nycourts.gov.
2. Further communications to and from OCA will take place by email.

Method II (encrypted pdf – a more secure method):

1. Encrypt the pdf Exemption Request with a password using Adobe Acrobat or other suitable software. Please:
 - (a) Use the highest level of encryption possible – i.e., usually 128-bit AES or 256-bit AES.
 - (b) Do not password-protect the printing of the document.
 2. Send the encrypted pdf as an attachment to an email directed to:
ExemptionRequests@nycourts.gov.
 3. Contact Haydee Marrero of OCA Counsel’s Office by telephone (212-428-2150) and give her the document password.
 4. Further communications will take place by email.
- E. If further information is required to assess the application, the Office of Court Administration will notify the applicant by email within three business days. If no further information is required, the applicant will be informed of the grant or denial of the application by email within three business days.