

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

**(This is not an order)  
 BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION  
 25 BEAVER STREET  
 ROOM 840  
 NEW YORK, NY 10004  
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi  
 Telephone No.: 212-428-2727

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

<b>Bid Number: OCA/DAS-190</b>	<b>Commodity Group:</b>
<b>Opening Date: August 30, 2011</b>	<b>Commodity Name: PRINTING &amp; MAILING OF ATTORNEY REGISTRATION FORMS</b>
<b>Time: 3:00 P.M.</b>	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p><b>UCS ATTACHMENTS I, III AND IV ATTACHED &amp; INCORPORATED HEREIN.</b></p>	<p><b>ALL BID RESPONSES MUST BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b></p>

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**BIDS MUST BE SIGNED**

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail address:	

**DOCUMENTS ENCLOSURE CHECKLIST**

\_\_\_\_\_ Bid Response Form must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- \_\_\_\_\_ UCS Request for Bid Form with original signature
- \_\_\_\_\_ Attachment I -  Non-Collusive Bidding Certificate, p.3  
 Corporate Acknowledgment, p.4  
 Bidder's Certification of Work (Printing), p.5  
 Bidder's Certification of Recycled Product(s), p.6  
 Manufacturer's Affidavit of Recycled Content, p.7
- \_\_\_\_\_ Attachment II - Not Applicable
- \_\_\_\_\_ Attachment III - Vendor Responsibility Questionnaire  
 paper questionnaire  
or  questionnaire file online via OSC VendRep System
- \_\_\_\_\_ Attachment IV - Procurement Lobbying forms  
 Disclosure of Prior Non-Responsibility Determination (UCS 420)  
 Affirmation of Understanding and Agreement (UCS 421)  
 Termination Clause (UCS 423)
- \_\_\_\_\_ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications.  
**Please note: For proof of workers' compensation and disability benefits insurance coverage, ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.)** An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.
- \_\_\_\_\_ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- \_\_\_\_\_ Original bid response + five (5) complete copies
- \_\_\_\_\_ Signed Documents Enclosure Checklist

**To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.**

**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**Note to Bidders**

**1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV - Procurement Lobbying Law required forms**

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

**2. Attachment III - Vendor Responsibility Questionnaire**

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The Vendor Responsibility Questionnaire, a required component of all UCS solicitations, is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us). However, vendors may chose to complete and submit a paper questionnaire. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

**Online RFB/RFP Package : Disclaimer**

Bidders accessing any Unified Court System/Office of Court Administration (hereafter “UCS/OCA”) solicitations and related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

**Bid Response/Proposal: Original and Copies**

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (see paragraph 2 of the General Specifications); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder’s response.

**Binding Nature of Bid/Proposal on Bidders**

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter OCA) provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

**Packaging, Identifying and Delivering of Bids/Proposals**

Bidders may **not** submit their bid/proposal responses online.  
Bids/Proposals must be **clearly addressed and submitted** to:

Marie-Claude Ceppi  
Management Analyst  
NYS Office of Court Administration  
25 Beaver Street, R-840  
New York, NY 10004

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

All envelopes/cartons must also be labeled with the following information on two sides:

“Deliver immediately to Marie-Claude Ceppi R-840”  
“Sealed bid - Do not open”  
”OCA/DAS-190 due August 30, 2011 at 3:00 p.m.”.

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **August 30, 2011 at 3:00 pm** at the latest or bids will be declared a “late bid” and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

**No-Bids**

Bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/DAS-190.

**Estimated Quantities**

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

**Compliance with Laws**

Awarded contractor(s) must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption (See “Insurance Requirements.”).

**Independent Contractor Status**

It is expressly understood and agreed that the awarded contractor’s status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers’ Compensation insurance of the awarded contractor or any of its employees or subcontractors.

### **Rejected and Unacceptable Bids/Proposals**

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

### **References**

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past five (5) years.

### **Responsible Bidder**

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability, compliance with, and the resources to meet the requirements of this RFB's general and detailed specifications, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed "Rejected and Unacceptable Bids/Proposals" as well as any other criteria necessary and reasonable to establish the bidder's responsibility.

### **Insurance Requirements**

Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Workers' compensation and disability benefit insurance coverage as required under NYS law (see Workers' Compensation Board website at [www.wcb.state.ny.us](http://www.wcb.state.ny.us) for coverage requirements), or, if it is exempt from such coverage, proof of exemption.

**Please note that ONLY the following forms will be accepted: Workers Compensation Board Form # C-105.2 (workers' compensation coverage) and Form # DB-120.1 (disability benefits insurance coverage), or Form CE-200 (Certificate of Attestation of Exemption.)** An ACORD Certificate of Insurance is NOT acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

All insurance coverages shall be obtained from commercial insurance carriers admitted to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

**Confidentiality**

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA. Any breach of this confidentiality by the awarded contractor or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA and may subject the bidder to further penalties.

Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the records. User Agency shall store and maintain the records in a manner physically and electronically secure from access by unauthorized persons. User Agency may not copy, backup or otherwise archive the records for any purpose other than the permitted use herein, or maintain any such records in a mobile or portable device.

**Subcontracting**

The awarded contractor(s) shall not subcontract any portion of their work without the knowledge and prior written approval of the OCA.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

**Mandatory Pre-bid Conference**

A pre-bid conference will be conducted at **11:00 AM** sharp on **Thursday, August 11, 2011, at the Office of Court Administration, 25 Beaver Street, Room 1106, New York, NY 10004**. Bidders will be required to sign-in. Failure to attend will disqualify bidders' responses.

**Questions**

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of Marie-Claude Ceppi at [mceppi@courts.state.ny.us](mailto:mceppi@courts.state.ny.us)

Please indicate in "Subject" field: OCA/DAS-190 Question(s)

The deadline to submit questions is **August 5, 2011 at 5:00 pm**. No questions will be entertained after this deadline, until the pre-bid conference. A written Questions & Answers (Q&A) listing all the questions received and their answers will be posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under RFB# OCA/DAS-190, sent to the bidders list, and it will be distributed at the pre-bid conference. A revised Q&A reflecting the questions and answers from the pre-bid conference will be emailed only to the bidders who attended the mandatory pre-bid conference promptly after the pre-bid conference.

**IMPORTANT:** All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA including the Attorney Registration Unit in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

**Bidder's Proprietary Information**

Information construed as proprietary by a submitting bidder must be marked as such and will be so regarded by OCA. If possible, such information should be submitted in a separate folder attached to the proposal to be valid; however, all information must be available for review. Viewing of information designated as proprietary will not be construed to violate the constraints of proprietary information.

**Financial Stability**

Upon request by OCA, bidder shall provide its audited financial statements prepared in accordance with GAAP-Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

**Termination**

Early termination of the contract for cause may result in, among other consequences, including but not limited to all remedies available to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

In addition to any other rights or remedies it may have, UCS may terminate an agreement with awarded contractor upon written notice to contractor: (i) in the event that any representation made by the contractor in connection with this RFB shall prove to be false or misleading in any material respect, (ii) upon a determination that Contractor is non-responsible or (iii) if Contractor defaults in the observance or performance of any of the terms and conditions of such agreement, and such default is not remedied within thirty (30) days after such notice has been delivered to contractor specifying the occurrence, omission, or failure giving rise to such default.

**Implied Requirements**

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

**Silence of the Specifications**

The apparent silence of the specifications contained as part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**RFB# OCA/DAS-190**

**Purpose and Scope**

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA") is soliciting sealed bids to establish a single, estimated quantity term contract for the printing and mailing of attorney registration forms.

**Term of Award**

A single, estimated quantity term contract will be awarded for an initial term of three (3) years effective on or around March 1, 2012. The UCS reserves the right to renew the contract for two (2) additional one (1)-year periods upon the same terms and conditions except unit pricing, which for a renewal period, shall be determined

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

in accordance with the paragraph below entitled, "Price Increases." The contract and its renewal(s) shall be subject to the approvals of the NYS Attorney General and the NYS Office of the Comptroller.

**Method of Award**

Award shall be made to the lowest dollar cost, responsible bidder. Lowest dollar cost is defined as the lowest grand total cost for the initial three-year term of the contract. Please see the Bid Response Form

**Price**

All unit prices submitted by bidders shall be net f.o.b. destination and shall include all services, materials, labor, supplies, including plates and negatives, described in these bid specifications. Postal costs are not to be included in bidder's pricing. UCS will reimburse awarded vendor for postal costs.

**Important:** All unit pricing shall remain unchanged during the initial three-year term of the contract.

**Price Increases**

Unit pricing shall be subject to adjustment as of the commencement date of each renewal term by an amount equal to the percentage change in the Consumer Price Index for all Urban Consumers - New York-Northern NJ-Long Island (Index 1982-1984 = 100) ("CPI") over the CPI as of the commencement date of the immediately preceding contract year, subject to a maximum increase of five percent (5%) per renewal term. Once established, unit pricing shall remain fixed during any renewal or extension term.

**Billing**

Contractor shall submit true and accurate invoices on a monthly basis to OCA Attorney Registration, Attn: Sam Younger, Deputy Director of Administrative Services, 25 Beaver Street, R-840, New York, NY 10004, or such other person or address as UCS/OCA shall designate. Invoices must separately identify the month's production quantity and postage amounts. Postage amounts must be supported with sufficient documentation issued by the US Postal Service - PS3600-R or equivalent. Payment shall be made monthly in arrears and shall be made within thirty (30) days of submission by awarded contractor and approval by UCS of invoices satisfactory to UCS and OSC.

**Site Visits**

For purposes of bid evaluation, bidder's facilities shall be available for inspection by OCA during normal business hours. Subsequent to award, contractor's facilities shall likewise be made available for periodic inspection. In all instances, notification will be communicated by appropriate OCA personnel.

\*\*\* DETAILED AND TECHNICAL SPECIFICATIONS \*\*\*

**Background**

The New York State Unified Court System's (hereafter "UCS") Office of Court Administration (hereafter "OCA") sends a biennial registration notice to each of the approximately 250,000 duly admitted New York attorneys. The notices are mailed to the attorneys on a biennial schedule corresponding to the individual's date of birth. This is an ongoing mailing and is done on a rolling basis each month.

All attorneys are provided with a **Registration Notice**, which is mailed to their home address on file. Attorneys who fail to respond to this first notice are mailed a **Second Notice**, to the business address on file, at a later date. Attorneys who do not respond to the first two (2) notices are mailed a **Final Notice**, to the home address on file. Attorneys who fail to respond to any of the first three (3) notices are eventually sent a **Delinquency Notice**. Periodically during the year, **Special Notices** may be mailed to particular attorneys who may not have received on of the other categories of notices. **Replacement Notices** will also be required to be mailed on a weekly basis outside of scheduled monthly printing runs.

Estimated volume of each type of notice during the initial three (3) year term of the award is provided in the specifications. The names and other relevant data to be printed on the Notice to each attorney for each category of form will be provided to the vendor monthly by DOT in electronic format. A sample data format is contained in the Data Files portion of this bid.

The contractor will be required to print, prepare as per the specifications and mail the forms each month on behalf of the UCS **within ten (10) business days after receiving the data file**. The form is proposed to be an 8-page document with variable text on three (3) or four (4) pages and fixed text on all pages. The fixed text may be required to be revised at any time due to rules updates or changes. The most up-to-date fixed-text version must be used for each month's forms; all prior versions must be destroyed.

After the attorney notice is printed, the document is to be folded three times and inserted into a window envelope together with a pre-printed reply envelope and any insert provided by OCA. Awarded contractor must submit the completed packages for mailing to the US Postal Service. There shall be no additional charge for this service. The UCS will reimburse the vendor for all postal costs which are not to be included in bidder's costs (See paragraph "Pricing.")

**OCA/DAS-190  
 PRINTING & MAILING OF ATTORNEY  
 REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
 3:00 PM**

**SPECIFICATIONS**

**Item**

**NYS UNIFIED COURT SYSTEM (UCS) MONTHLY ATTORNEY REGISTRATION NOTICES**

**Estimated Quantities**

The following are the number of estimated notices for the initial three year term of the award.

**Initial three-year term of the contract**

	Year 1	Year 2	Year 3 + approx.5% over 2012	Total 3 years
<u>Notices:</u>				
Registration Notices	132,000	90,000	138,600	360,600
Second Notices	20,100	15,000	21,105	56,205
Final Notices	10,100	7,800	10,605	28,505
Delinquency Notices	12,000	7,800	12,600	32,400
Special Notices	600	400	630	1,630
Replacement Notices (@ 100/week)	5,200	5,000	5,460	15,660
<b>Annual Total</b>	<b>180,000</b>	<b>126,000</b>	<b>189,000</b>	<b>495,000</b>
Notices mailed monthly	15,000	10,500	15,750	
<b>Notices mailed annually</b>	<b>180,000</b>	<b>126,000</b>	<b>189,000</b>	<b>495,000</b>
<u>Envelopes:</u>				
Window envelope with printed return address	<b>180,000</b>	<b>126,000</b>	<b>189,000</b>	<b>495,000</b>
Pre-printed reply envelope	<b>180,000</b>	<b>126,000</b>	<b>189,000</b>	<b>495,000</b>
<u>Inserts/No printing (at an average of 1 insert per mailed notice):</u>				
	<b>180,000</b>	<b>126,000</b>	<b>189,000</b>	<b>495,000</b>

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

**Size**

Registration Notice - (**See Exhibit A**) Two 11" x 17" sheets folded to 8 ½" x 11" and then refolded to 3 ½" x 8 ½" for insertion into a Window Envelope (Standard # 10 or alternate size recommended by vendor). Inner sheet will be perforated as detailed below.

**Construction**

Registration Notice - once the computer generated information is printed the notices will be collated (nested) and then both sheets are to be folded and then triple folded for insertion into the window envelope, with the attorney's full name and complete address (including USPS bar code as appropriate) showing through window to ensure lowest possible mailing cost per piece.

Mailing Envelope - Standard #10 (or alternate size recommended by vendor) as required to fit the registration notice and a reply envelope (**See Exhibit A**). Window size and location must be adequate to show the attorney's complete name and address information including USPS bar code contained on each notice. Window patches must be securely fastened to prevent snagging of inserted materials. Envelope and window must conform to all current USPS standards and be able to be read and sorted by the USPS automated equipment, to ensure lowest possible mailing cost per piece. The OCA return address shall be printed in the upper left corner.

Pre-printed Reply Envelope - a return address envelope is to be enclosed with each notice (**See Exhibit A**). This envelope must comply with all current USPS standards and the size must be sufficient to fit inside of the mailing envelope without folding and be able to fit the return of two 8 ½" x 11" triple folded sheets. The OCA address shall be printed in the deliver-to area. Please see Exhibit A - Sample Envelopes.

**Orders, Proof(s), Communications**

Orders: Any and all orders will be by issuance of a purchase order directly to the awarded contractor ; provided, the terms and conditions of the awarded contract shall be controlling over any additional or conflicting terms and conditions contained in a purchase order supplied by awarded contractor.

Proofs: Contractor shall be required to produce and deliver at no charge a first proof of all forms within ten (10) business days of receipt of purchase order. OCA shall have the right to make such corrections as it deems necessary. Contractor shall then produce a second proof of all forms for final approval by OCA within seven (7) business days of receipt of a corrected first proof . OCA will pay a reasonable editing fee for corrections made to a previously approved proof; provided, corrections due to contractor error are to be without charge. Bidder must indicate editing charges, if any, for corrections/fixed text modifications, where provided on the Bid Response Form; such corrections/fixed text modifications have represented an average of sixty (60) hours of work over the last three years.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

All proofs shall be submitted to the attention of Sam Younger at the address set forth above in "Billing" or such other person or address as UCS/OCA shall designate.

**Communications:** Any and all order changes, proof corrections, text changes, clarifications or other communications between OCA and the awarded contractor concerning the production of notices **must be addressed in writing** (or via electronic transmission, upon agreement of UCS/OCA) to Sam Younger, Deputy Director of Administrative Services or such other person or address as UCS/OCA shall designate. Vendor shall likewise designate a person and address for receipt of such communications from OCA. Under no circumstances shall vendor act on verbal communications. **Contractor will assume all risks if acting otherwise.**

**Test Runs**

For purposes of verifying data interface and other operational necessities, one or more test runs of the forms may be conducted by OCA/DOT. The awarded vendor must cooperate with OCA/DOT in the conduct of such testing. Such cooperation shall include the awarded vendor's providing a reasonable quantity of finished forms. There shall be no cost to OCA/DOT for such testing or the provision of forms.

**Contractor's/Manufacturer's Logo**

No trade mark (other than a union designation), name, logo other identifying information of the contractor or manufacturer of the forms specified herein may appear on any visible part of the forms.

**Inserts**

OCA may deliver additional pre-printed enclosures to be inserted into some mailings. Vendors must include a price per thousand to cover the cost to insert the estimated one additional insert page per mailing. Additional postal costs, if any, resulting from these inserts will be included in the postal cost reimbursements.

**Sample notice & envelopes**

Upon request OCA will provide actual samples of the registration notice and envelopes specified in this RFB. See also Exhibit A - Sample Envelopes.

**Copy**

Camera ready files in electronic format (Quark XPress) will be provided for the fixed text portion of the registration notice. **NOTE:** Upon written request, file will be provided to vendor for review in PDF or EPS

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

format. Bidders must furnish a per hour editing cost for making additional changes or corrections to the fixed text portion of the notice not required as a result of contractor error.

**Stock**

Registration notices must be printed on the following stock: Shell/roll Paper: 60# Cascade Roll and Opaque Recycled Text - 50% Post Consumer

Envelope Stock shall be:

#10 Envelope: Sub 24# #10 Over-size Window envelope  
4-1/8" x 9-1/2" - White wove -Regular Gum - Poly Window  
Window: 1-1/2" x 4-1/2"  
Left 7/8", Bottom 1/2"

#9 Envelope: Sub 24# #9 CRE  
3-7/8" x 8-7/8" - White Wove - Regular Gum - Closed Face

**Press work**

Registration notice - Print 2 colors - 2 sides (and possible screens of color)

Envelopes - Print 1 color - 1 side

Ink - PMS color to be specified for pre-printed portions of both the registration notices and envelopes. Black print for the variable information.

**Perforation**

Registration notice - one vertical perforation on the fold of the inner 11" x 17" sheet (See Sample), one 8½" horizontal perforation from the right outside edge of the fold to allow removal of pages 3 & 4 to be returned as a response device.

**Bar Coding**

**POSTNET bar codes** - USPS compliant bar codes must be derived by the vendor from the address data that will be supplied by the OCA/DOT. Notices will have delivery addresses in all 50 states, the District of Columbia, as well as foreign countries. The vendor must print the bar codes in one of two places: 1) the address block on the notice form, or 2) on the outside of the envelope.

**Tracking bar code** - an internal OCA bar code for tracking notice forms in OCA/DOT systems will also be required to be printed on notices. The elements included in this bar code will be determined in the final design of the notice.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

**Mailing and Shipping**

The vendor shall be required to mail all registration notices in full compliance with all USPS regulations, and to submit items in the appropriate format and sorting to ensure that the documents are deliverable and qualify for maximum postal discounts. A New York State postmark for mail affixed with first class postage, or New York State permit indicia for bulk mailings, is required. Vendor shall be required to maintain a valid USPS bulk mailing permit during the term of the award.

**Monthly notice mailings**

Awarded contractor must deposit monthly Registration Notice mailings with the U.S. Postal Service no later than the last business day of the month in which monthly mailing data have been delivered to contractor; or if monthly data has been delivered less than 10 business days before the end of the month, within 10 business days of such delivery. The monthly data file will generally be provided to the awarded contractor on approximately the 15<sup>th</sup> of each month.

**Weekly notice mailings**

The OCA/DOT will transmit a separate weekly data file for weekly notice mailings, which may include Replacement Notices, Second Notices, Final Notices, Delinquency Notices, Special Notices. Awarded contractor must deposit weekly mailings with the U.S. Postal Service no later than 7 days from the delivery to contractor of weekly data. Where feasible, within specified time frames, contractor will be expected to bulk mail weekly mailings together with the monthly Registration Notice mailings; where not feasible within specified time frames, contractor mail separately and shall affix first class postage to such mailings.

There shall be no additional charge for transport and delivery of notices to the U.S. Postal Service.

**Preparatory Materials**

All disks, mechanicals, magnetic tapes, plates and/or negatives used by the awarded contractor for the performance of the contract are, and shall remain, the property of the UCS and, at OCA's request, they shall be delivered to the UCS/OCA at no cost upon expiration or earlier termination of the awarded contract.

**Data Files**

1. A test data file and camera ready design will be provided to the awarded contractor.

A sample file definition ( **Exhibit B**) is attached, which **DOES NOT** constitute a final production definition. OCA shall provide this test data file in ASCII text format via e-mail directly to contractor's e-mail account which shall be provided by contractor, or by CD, floppy or tape.

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

2. Within three (3) weeks from receipt of test data file and design layout, contractor shall supply a sample of each of the six (6) types of Registration Notice utilizing the sample data and incorporating a sample registration statement from the design layout.

OCA shall review the preliminary sample Registration Notice and provide any necessary corrections in writing. OCA may provide additional test data files in the format described above and/or design layouts to contractor. Contractor shall then provide additional, or corrected, sample Registration Notices as needed for review and approval by OCA within one (1) week from receipt of such corrections or additional test data.

3. Additional testing and sample runs may be required prior to actual monthly production runs to ensure that all necessary elements are included in a final production electronic data file, that all systems are working for delivery and acceptance of this production data file and that said file meets all bid requirements of OCA. Contractor shall comply with such testing and provide sample runs within one (1) week from receipt of any such request by OCA. At the completion of this testing a final production data file and file definition will be determined by OCA. A final version of all six (6) types of Registration Notices must be approved by OCA in writing prior to production.

4. The method of delivery of the production data from OCA/DOT to contractor **must be via FTP protocol**. Awarded contractor shall be required to maintain at its sole cost and expense up-to-date technology sufficient receive such **FTP protocol** transmissions to assure the security and integrity of the data file, ensure that all production data transmitted is received and acknowledged by contractor and include an audit check that all records are in fact printed and distributed.

5. The vendor may request that monthly data provided by OCA/DOT be sorted or unsorted. OCA shall endeavor to comply with reasonable requests regarding the sorting of data, but will approve such requests in its sole discretion. In the absence of a request by vendor, data will be sorted as determined by OCA/DOT.

OCA/DOT will be available to respond to contractor to address any technical issues relating to the data files.

**Pulls**

Certain Attorney Registration notices may be required to be removed from a monthly or weekly mailing following the printing and insertion and forwarded directly to the OCA office. Requests for these pulls must be made in writing by an authorized person to be pre-selected by OCA. Vendor will make such pulls without additional charge.

**BID RESPONSE FORM**

Note: Bidders are to enter all pricing required by the specifications on this form. In case of bidders' miscalculation, unit price (price/thousand) will prevail. No pricing for postal reimbursements is required.

<u>Notices</u>	Price per Thousand		3 years est. Quantity (in Thousands)	=	Total Cost
Registration notices	\$ _____	x	360.6	=	\$ _____
Second notices	\$ _____	x	56.205	=	\$ _____
Final notices	\$ _____	x	28.505	=	\$ _____
Delinquency notices	\$ _____	x	32.4	=	\$ _____
Special notices	\$ _____	x	1.63	=	\$ _____
Replacement Notices	\$ _____	x	15.66	=	\$ _____

Envelopes:

Window envelopes	\$ _____	x	495	=	\$ _____
Preprinted reply Envelopes	\$ _____	x	495	=	\$ _____

Other:

Additional enclosures (Insert only - no printing)	\$ _____	x	495	=	\$ _____
Fixed text modifications Per hour editing costs	\$ _____/hour	x	60 hours	=	\$ _____

**GRAND TOTAL: \$ \_\_\_\_\_**

\_\_\_\_\_  
 Name of Firm

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name in Print and Title

**OCA/DAS-190  
PRINTING & MAILING OF ATTORNEY  
REGISTRATION FORMS**

**BID OPENING: AUGUST 30, 2011  
3:00 PM**

Exhibit A Samples (total 8 pages):

- NYS Attorney Registration Notice/Form
- Window Envelope
- Printed Return Envelope

Exhibit B Attorney Registration File Layout (9 pages)



# New York State ATTORNEY REGISTRATION

Exhibit A

A27339-001588 Reg. # 1234567  
 JOHN Q. SAMPLE  
 ABC BOULEVARD  
 NEW YORK, NY 10022-4721



## REGISTRATION NOTICE

Enclosed is your ATTORNEY REGISTRATION FORM for the following biennial period: 2011-2012

Your registration is due within 30 days after your birthday this year.

\* If you are an attorney on active military duty, the time to file your registration will be extended. Military Law, §308-b. Please contact, or have someone on your behalf contact, the Attorney Registration office.

Section 468-a of the Judiciary Law and 22 NYCRR Part 118 of the Rules of the Chief Administrator of the Courts require the biennial registration of all attorneys admitted in the State of New York, whether they are resident or non-resident, active or retired, or practicing law in New York or anywhere else. All attorneys are required to renew their attorney registration every two years, within 30 days after the attorney's birthday. The fee for this registration is \$375.00 (of which \$60.00 is deposited in the Lawyers' Fund for Client Protection, \$50.00 in the Indigent Legal Services Fund, \$25.00 in the Legal Services Assistance Fund, and the remainder in the Attorney Licensing Fund). No fee is required from an attorney who certifies that he or she is retired from the practice of law as defined in 22 NYCRR 118.1(g). Please review the instructions for Section B to determine if you may claim the exemption to the fee.

**All attorneys admitted in New York are required to file the biennial registration form, either with payment of the registration fee or with a certification of retirement.**

To re-register, you must complete the following sections of the registration form:

- SECTION A: Personal Information
- SECTION B: Payment or Certification of Retirement
- SECTION C: Mandatory Continuing Legal Education
- SECTION D: Compliance with Child Support Obligations
- SECTION E: Affirmation of Compliance with Part 1200 (Rule 1.15)
- SECTION F: Verification
- SECTION G: Demographic Information (Optional)

Detach and return the form to:

NYS Office of Court Administration  
 Attorney Registration Unit  
 General Post Office, PO Box 29327  
 New York, NY 10067-9327

For additional information visit our website: [www.nycourts.gov](http://www.nycourts.gov) • (212) 426-2800 • E-mail: [attyreg@nycourts.gov](mailto:attyreg@nycourts.gov)



## SECTION A: PERSONAL INFORMATION

Your personal information currently on file with the Attorney Registration office is shown in Section A. Review that information carefully and make any corrections or address changes in the appropriate area on the form.

**Name changes:** (other than correction of misspellings) must be authorized by the Appellate Division in which you were admitted. The Attorney Registration Unit will accept name changes only upon written order from an Appellate Division. Contact the appropriate Appellate Division to obtain instructions for changing your name officially in the roll of attorneys.

First Department (646) 386-5893

Third Department (518) 471-4778

Second Department (718) 875-1300

Fourth Department (585) 530-3100

**Addresses and phone number:** If your address or any other information changes during the biennial registration period, you are required to notify the Office of Court Administration (in writing) within 30 days. § 118.1(f). Note that if no business address is provided, the home address becomes public information. § 118.2(b)(1).

**E-mail address (Optional):** *Note: If provided, the e-mail address will be made public.*

**Social Security number:** Social Security numbers are required in order to administer the collection of revenue obtained from attorney registration fees. 42 U.S.C. § 405 (c) (2) (C)(i). Social Security numbers will not be made public.

## SECTION B: PAYMENT OR CERTIFICATION OF RETIREMENT

The biennial registration fee is \$375.00. Indicate your method of payment and include the payment with the registration form - **OR** - sign the Certification of Retirement, if appropriate.

**Payment** must be made in US dollars. Acceptable methods of payment are:

**Check drawn on a US bank**

**Money order**

**Bank draft drawn on a US bank**

**Credit card (Visa or MasterCard only)**

**Traveler's check**

Any bank service charges incurred in this transaction are your responsibility; your payment may be returned to you if the final balance submitted to our office is less than \$375.00. Include your name and seven-digit Attorney Registration Number (located on the enclosed form) on your check, bank draft, traveler's check or money order.

**Certification of Retirement:** The Certification of Retirement may be signed if you meet the requirements for being "retired from the practice of law" as defined in section 118.1(g) of the Rules of the Chief Administrator. An attorney who signs this certification does not have to pay the \$375.00 biennial registration fee. New York does not have an inactive status for attorneys. Section 118.1(g) defines "practice of law," and it provides:

*"An attorney is 'retired' from the practice of law when, other than the performance of legal services without compensation, he or she does not practice law in any respect and does not intend ever to engage in acts that constitute the practice of law."*

**Attorney Emeritus:** Eligible attorneys (55 years of age or older and with 10 years of experience) may opt to participate in the Attorney Emeritus program by signing in the space provided.

## SECTION C: MANDATORY CONTINUING LEGAL EDUCATION

You must report your CLE activity since your last attorney registration (the "CLE reporting cycle"), which should generally be the prior two years. For newly admitted attorneys the time period may be shorter or longer than two years. See Part 118, § 118.1(c). **All members of the NY Bar are presumed to be practicing law in New York unless otherwise shown.**

### CERTIFICATION OPTIONS:

**Certification 1-** complete if you practiced law in New York during all or part of the CLE reporting cycle and are in full compliance with the credit requirements for that cycle. Report the number of CLE credit hours completed during the CLE reporting cycle.

**Certification 2-** complete if you are exempt from the CLE requirement for the CLE reporting cycle because you: did not practice law in New York (the practice of law does not include the performance of judicial or quasi-judicial functions), were "retired" from the practice of law (as defined in section 118.1(g)), or were a full-time member of the military on active duty. See 22 NYCRR § 1500.5(b).

**Certification 3-** complete if you cannot attest to either your full compliance with or exemption from the CLE requirement for the CLE reporting cycle. You must apply to the CLE Board for an extension of time in which to complete your CLE credit hours or, if applicable, for a waiver or modification of the requirement. See 22 NYCRR § 1500.5(a).

### CREDIT REQUIREMENTS:

**Experienced Attorneys:** (Attorneys admitted to the NY Bar more than two years). Experienced attorneys must complete twenty-four (24) CLE credit hours for each CLE reporting cycle, of which at least four (4) must be in Ethics and Professionalism. A maximum of six (6) of these hours may be carried over from the last reporting cycle.

**Newly Admitted Attorneys:** (Attorneys admitted to the NY Bar two years or less). Newly admitted attorneys must complete sixteen (16) transitional CLE credit hours in each of the first two years following admission. The 16 hours must be in these categories: three (3) hours of Ethics and Professionalism, six (6) hours of Skills, and seven (7) hours of Law Practice Management and/or Areas of Professional Practice. If this registration is due less than two years after your admission to the Bar, you may certify that you are in full compliance if you completed at least 16 CLE credit hours in the proper categories during your first year of admission; you must complete the remaining 16 CLE credit hours during the remainder of your second year of admission. If this registration is due more than two years after your admission to the Bar, you may certify that you are in full compliance if you completed the 16 CLE credit hours required for each of your first two years of admission to the Bar.

Information on New York's CLE program, including the rules, regulations and guidelines, frequently asked questions and application forms, is available at [www.nycourts.gov/attorneys/cle](http://www.nycourts.gov/attorneys/cle). You may also contact the CLE office at (212) 428-2105 or at [CLE@nycourts.gov](mailto:CLE@nycourts.gov).

## SECTION D: COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

The NYS Legislature has required that, as a condition of renewal of professional license registration, applicants verify their compliance with outstanding obligations to pay child support. See General Obligations Law § 3-503.

**Statement 2-** You may check if either (1) you are in compliance with any such obligation; or (2) you are not four months or more in payment arrears of child support; or (3) you are making child support payments by income execution, by court agreed payment or repayment plan, or by plan agreed to by the parties; or (4) the child support obligation is the subject of a pending court proceeding; or (5) you are receiving public assistance or supplemental security income.

**Statement 3-** Must be checked if you are four months or more in arrears of a child support payment obligation and do not meet condition (3), or (4), or (5) supra.

**Persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to Environmental Conservation Law § 11-0713. The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of child support obligations is punishable pursuant to Penal Law § 175.35.**

## SECTION E: AFFIRMATION OF COMPLIANCE

This affirmation must be signed if your practice falls within the jurisdiction of either the First or Second Judicial Departments. See 22 NYCRR §§ 603.1(a) and 691.1(a). You should review Part 1200 (Rule 1.15) of the Joint Rules of the Appellate Divisions, as well as 22 NYCRR § 603.15 (First Department) and § 691.12 (Second Department).

## SECTION F: VERIFICATION

Sign and date the registration form, affirming that all of the statements made are true, and return it (with your payment) to the Office of Court Administration in the pre-printed envelope.



# New York State Attorney Registration Form

Office of Court Administration • General Post Office Box 29327 • New York, NY 10087

## REGISTRATION NOTICE

BIENNIAL PERIOD	AMOUNT DUE	DUE DATE
2011-2012	\$375.00	May 2011
TOTAL FEES DUE:		\$375.00

Attorney Registration Number: 1234567

For Official Use Only



936012182

Notice Date: 04/01/2011

Complete all of the applicable information on the front and back of this form and make a copy for your records. DETACH AND RETURN the original with your payment (or certification of retirement) to the Office of Court Administration using the enclosed pre-printed envelope.

## SECTION A:

### PERSONAL INFORMATION

Review your personal information and make any corrections on the right portion of this page, or check the box to indicate "NO CHANGES OR CORRECTIONS TO PERSONAL INFORMATION"

**PERSONAL INFORMATION**

**PRINT CHANGES OR  
CORRECTIONS BELOW**

CURRENT NAME:

JOHN Q. SAMPLE

NAME WHEN ADMITTED (if different):

BUSINESS ADDRESS:

BUSINESS PHONE:

E-MAIL ADDRESS (optional):

Note: If provided, the e-mail address will be made public.

HOME ADDRESS (required):

Note: the home address becomes public information if no business address is listed.

SOCIAL SECURITY NUMBER: XXX-XX-1111

Social Security numbers are required in order to administer the collection of revenue from attorney registration fees. 42 U.S.C. § 405(a)(2)(C)(i).  
Social Security numbers will not be made public.  
The first 5 digits of your Social Security Number have been concealed to protect your confidentiality.

DATE OF BIRTH: 05/06/1976

LAW SCHOOL:

GEORGETOWN UNIVERSITY

YEAR ADMITTED TO NEW YORK BAR: 2003

JUDICIAL DEPT OF ADMISSION: 2

NO CHANGES OR CORRECTIONS TO PERSONAL INFORMATION

proceed to next page



**SECTION G: DEMOGRAPHIC INFORMATION**

ID#- 37CA6996

The following information is optional. It is being obtained for statistical purposes only and will not be made public. **If completed, please return with your registration form.**

**GENDER - select one**

- Female
- Male

**RACE - select one or more**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White/Caucasian

**ETHNICITY - select one**

- Hispanic or Latino
- Not Hispanic or Latino

**CURRENT EMPLOYMENT CATEGORY -**

*select one or more*

- Attorney in Private Practice
- Corporate Counsel
- Government Lawyer
- Judge
- Law School Faculty/Administrator
- Non-Legal Occupation
- Public-Interest Lawyer
- Retired
- Not Currently Employed
- Other

**ATTORNEY EMERITUS PROGRAM**

The Unified Court System, in cooperation with the organized bar, legal services providers and other members of the legal community, has established the "Attorney Emeritus" Program to encourage experienced attorneys to volunteer their legal skills on a pro bono basis to assist low-income New Yorkers who cannot afford an attorney.

To be eligible as an "Attorney Emeritus" you must be an attorney in good standing who is at least 55 years of age and has practiced law for a minimum of 10 years. By enrolling as an Attorney Emeritus you indicate your willingness to volunteer a minimum of 30 hours of pro bono legal services each year under the auspices of a qualified legal services organization in New York. If you meet the above criteria, you may enroll as an Attorney Emeritus (or continue your enrollment) by signing your name in the Attorney Emeritus Enrollment Section of the form.

Attorneys who sign Option 2 and are retired from the practice of law will derive the following benefits:

- Exemption from paying the biennial attorney registration fee.
- Malpractice insurance coverage afforded by the organization for which they provide legal services, as well as access to the offices and staff of the sponsoring organization.
- Exemption from mandatory CLE requirements, with any necessary training provided free of charge by the sponsoring organization.
- Special recognition and acknowledgment of appreciation from the Chief Judge and State Bar President upon completion of the pro bono hours.

Attorneys who sign Option 1 and are not retired from the practice of law must continue to pay the attorney registration fee and comply with mandatory CLE requirements.

You may begin your service as an Attorney Emeritus immediately by contacting one of the many organizations in need of volunteers. Please visit our website at [www.nycourts.gov](http://www.nycourts.gov) and follow the links for "Volunteer Attorney Programs" and "Attorney Emeritus Program" to find the descriptions and contact information for dozens of organizations that need volunteer attorneys. If you would like someone to assist you with this process, please contact us at:

877-800-0396 or [AEP@nycourts.gov](mailto:AEP@nycourts.gov).

If you are an experienced attorney, we hope that you will consider volunteering your time and legal skills to help low-income New Yorkers in need of legal assistance.

Your **Attorney Registration Form CHECKLIST**

Have you completed the following?

Remember to make checks payable to: **NYS Office of Court Administration.**

**Please check the following information:**

- SECTION A: PERSONAL INFORMATION
- SECTION B: PAYMENT OR CERTIFICATION OF RETIREMENT
- SECTION C: MANDATORY CONTINUING LEGAL EDUCATION
- SECTION D: COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS
- SECTION E: AFFIRMATION OF COMPLIANCE
- SECTION F: VERIFICATION
- SECTION G: DEMOGRAPHIC INFORMATION (*Optional*) Return with your form.
- ATTORNEY EMERITUS PROGRAM Have you considered enrolling in this program?
- Have you made a copy of the ATTORNEY REGISTRATION FORM (front and back) for your records?
- Have you placed a stamp on the RETURN ENVELOPE?

**Please use the pre-addressed envelope to return your ATTORNEY REGISTRATION FORM (with payment, if applicable) to the NEW YORK STATE OFFICE OF COURT ADMINISTRATION.**

**REGISTRATION OF ATTORNEYS**  
**PART 118 RULES OF THE CHIEF ADMINISTRATOR**

**§ 118.1 Filing requirement.**

- (a) Every attorney admitted to practice in New York State on or before January 1, 1982, whether resident or nonresident, and whether or not in good standing, shall file a registration statement with the Chief Administrator of the Courts no later than March 1, 1982, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (b) Every attorney admitted to practice in New York State after January 1, 1982, and on or before January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement within 60 days of the date of such admission and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (c) Every attorney admitted to practice in New York State after January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement prior to taking the constitutional oath of office, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.
- (d) The registration statement shall be filed in person at the Office of Court Administration, 25 Beaver Street, 8th Floor, in the City of New York, or by ordinary mail addressed to Office of Court Administration, General Post Office, PO Box 29327, New York, N.Y. 10087-9327.
- (e) The registration statement shall be on a form provided by the Chief Administrator and shall include the following information, attested to by affirmation:
- (1) name of attorney; (2) date of birth; (3) name when admitted to the bar; (4) law school from which degree granted; (5) year admitted to the bar; (6) judicial department of admission to the bar; (7) office addresses (including department); (8) home address; (9) business telephone number; (10) Social Security number; (11) e-mail address (optional); (12) race, gender, ethnicity and employment category (optional); and (13) compliance with child support obligations.
- (f) In the event of a change in any of the information required to be provided pursuant to subdivision (e) of this section, the attorney shall file an amended statement within 30 days of such change.
- (g) Each registration statement filed pursuant to this section shall be accompanied by a registration fee of \$375. No fee shall be required from an attorney who certifies that he or she has retired from the practice of law. For purposes of this section, the practice of law shall mean the giving of legal advice or counsel to, or providing legal representation for, a particular body or individual in a particular situation in either the public or private sector in the State of New York or elsewhere; it shall include the appearance as an attorney before any

court or administrative agency. An attorney is "retired" from the practice of law when, other than the performance of legal services without compensation, he or she does not practice law in any respect and does not intend ever to engage in acts that constitute the practice of law. For purposes of section 468-a of the Judiciary Law, a full-time judge or justice of the Unified Court System of the State of New York, or of a court of any other state or of a Federal court, shall be deemed "retired" from the practice of law. An attorney in good standing, at least 55 years old and with at least 10 years experience, who participates without compensation in an approved pro bono legal services program, may enroll as an "attorney emeritus."

- (h) Failure by any attorney to comply with the provisions of this section shall result in referral for disciplinary action by the Appellate Division of the Supreme Court pursuant to section 90 of the Judiciary Law.

**§ 118.2 Public access to attorney registration information.**

- (a) Except as otherwise provided in this section, the information contained in the registration statement filed pursuant to section 118.1 of this Part shall be made available to the public upon submission of a written request and the payment of a charge for production, pursuant to the following schedule:

- (1) Information for individual registered attorney by name: (i) no charge for single inquiry; (ii) \$2.50 for each additional name.
- (2) Names and business addresses of registered attorneys by geographical area: (i) \$25.00 for 100 or fewer names; (ii) \$1.00 for each additional 100 names; (iii) \$100 for list of all registered attorneys.

Other requests may entail additional fees as circumstances warrant. Fees may be waived for requests by government agencies. Written requests for information shall be made to the Attorney Registration Unit, Office of Court Administration, 25 Beaver Street, 8th Floor, New York, N.Y. 10004.

- (b) (1) The home address of an attorney shall be made available to the public only in the following circumstances: (i) where no office is listed, the home address will be made public; (ii) where an office address is listed, but a request for information alleges that the attorney cannot be located at that address, the home address will be made public only if the Chief Administrator determines, by independent inquiry, that the attorney cannot be located at the listed office address.
- (2) The Social Security number, race, gender, ethnicity and employment category of the attorney shall not be made available to the public.
- (c) All information relating to a particular attorney will be provided to that attorney or, on the attorney's written request, to any person or agency.
- (d) All information will be available at all times to the attorney discipline committees of the Appellate Divisions.

Rev. 3/1/2011

**RULES OF PROFESSIONAL CONDUCT**  
**PART 1200 JOINT RULES OF THE APPELLATE DIVISIONS**

**Rule 1.15 [former section 1200.46]: Preserving Identity of Funds and Property of Others; Fiduciary Responsibility; Commingling and Misappropriation of Client Funds or Property; Maintenance of Bank Accounts; Record Keeping; Examination of Records.**

- (a) **Prohibition Against Commingling and Misappropriation of Client Funds or Property.** A lawyer in possession of any funds or other property belonging to another person, where such possession is incident to his or her practice of law, is a fiduciary, and must not misappropriate such funds or property or commingle such funds or property with his or her own.
- (b) **Separate Accounts.**
- (1) A lawyer who is in possession of funds belonging to another person incident to the lawyer's practice of law shall maintain such funds in a banking institution within New York State that agrees to provide dishonored check reports in accordance with the provisions of 22 N.Y.C.R.R. Part 1300. "Banking institution" means a state or national bank, trust company, savings bank, savings and loan association or credit union. Such funds shall be maintained, in the lawyer's own name, or in the name of a firm of lawyers of which the lawyer is a member, or in the name of the lawyer or firm of lawyers by whom the lawyer is employed, in a special account or accounts, separate

from any business or personal accounts of the lawyer or lawyer's firm, and separate from any accounts that the lawyer may maintain as executor, guardian, trustee or receiver, or in any other fiduciary capacity; into such special account or accounts all funds held in escrow or otherwise entrusted to the lawyer or firm shall be deposited; provided, however, that such funds may be maintained in a banking institution located outside New York State if such banking institution complies with 22 N.Y.C.R.R. Part 1300 and the lawyer has obtained the prior written approval of the person to whom such funds belong specifying the name and address of the office or branch of the banking institution where such funds are to be maintained.

- (2) A lawyer or the lawyer's firm shall identify the special bank account or accounts required by Rule 1.15(b)(1) as an "Attorney Special Account," "Attorney Trust Account," or "Attorney Escrow Account," and shall obtain checks and deposit slips that bear such title. Such title may be accompanied by such other descriptive language as the lawyer may deem appropriate, provided that such additional language distinguishes such special account or accounts from other bank accounts that are maintained by the lawyer or the lawyer's firm.

- (3) Funds reasonably sufficient to maintain the account or to pay account charges may be deposited therein.
- (4) Funds belonging in part to a client or third person and in part currently or potentially to the lawyer or law firm shall be kept in such special account or accounts, but the portion belonging to the lawyer or law firm may be withdrawn when due unless the right of the lawyer or law firm to receive it is disputed by the client or third person, in which event the disputed portion shall not be withdrawn until the dispute is finally resolved.
- (c) **Notification of Receipt of Property; Safekeeping; Rendering Accounts; Payment or Delivery of Property.**  
A lawyer shall:
- (1) promptly notify a client or third person of the receipt of funds, securities, or other properties in which the client or third person has an interest;
  - (2) identify and label securities and properties of a client or third person promptly upon receipt and place them in a safe deposit box or other place of safekeeping as soon as practicable;
  - (3) maintain complete records of all funds, securities, and other properties of a client or third person coming into the possession of the lawyer and render appropriate accounts to the client or third person regarding them; and
  - (4) promptly pay or deliver to the client or third person as requested by the client or third person the funds, securities, or other properties in the possession of the lawyer that the client or third person is entitled to receive.
- (d) **Required Bookkeeping Records.**
- (1) A lawyer shall maintain for seven years after the events that they record:
    - (i) the records of all deposits in and withdrawals from the accounts specified in Rule 1.15(b) and of any other bank account that concerns or affects the lawyer's practice of law; these records shall specifically identify the date, source and description of each item deposited, as well as the date, payee and purpose of each withdrawal or disbursement;
    - (ii) a record for special accounts, showing the source of all funds deposited in such accounts, the names of all persons for whom the funds are or were held, the amount of such funds, the description and amounts, and the names of all persons to whom such funds were disbursed;
    - (iii) copies of all retainer and compensation agreements with clients;
    - (iv) copies of all statements to clients or other persons showing the disbursement of funds to them or on their behalf;
    - (v) copies of all bills rendered to clients;
    - (vi) copies of all records showing payments to lawyers, investigators or other persons, not in the lawyer's regular employ, for services rendered or performed;
    - (vii) copies of all retainer and closing statements filed with the Office of Court Administration; and
    - (viii) all checkbooks, and check stubs, bank statements, prenumbered canceled checks and duplicate deposit slips.
  - (2) Lawyers shall make accurate entries of all financial transactions in their records of receipts and disbursements, in their special accounts, in their ledger books or similar records, and in any other books of account kept by them in the regular course of their practice, which entries shall be made at or near the time of the act, condition or event recorded.
  - (3) For purposes of Rule 1.15(d), a lawyer may satisfy the requirements of maintaining "copies" by maintaining any of the following items: original records, photocopies, microfilm, optical imaging, and any other medium that preserves an image of the document that cannot be altered without detection.
- (e) **Authorized Signatories.**  
All special account withdrawals shall be made only to a named payee and not to cash. Such withdrawals shall be made by check or, with the prior written approval of the party entitled to the proceeds, by bank transfer. Only a lawyer admitted to practice law in New York State shall be an authorized signatory of a special account.
- (f) **Missing Clients.**  
Whenever any sum of money is payable to a client and the lawyer is unable to locate the client, the lawyer shall apply to the court in which the action was brought if in the unified court system, or, if no action was commenced in the unified court system, to the Supreme Court in the county in which the lawyer maintains an office for the practice of law, for an order directing payment to the lawyer of any fees and disbursements that are owed by the client and the balance, if any, to the Lawyers' Fund for Client Protection for safeguarding and disbursement to persons who are entitled thereto.
- (g) **Designation of Successor Signatories.**
- (1) Upon the death of a lawyer who was the sole signatory on an attorney trust, escrow or special account, an application may be made to the Supreme Court for an order designating a successor signatory for such trust, escrow or special account, who shall be a member of the bar in good standing and admitted to the practice of law in New York State.
  - (2) An application to designate a successor signatory shall be made to the Supreme Court in the judicial district in which the deceased lawyer maintained an office for the practice of law. The application may be made by the legal representative of the deceased lawyer's estate; a lawyer who was affiliated with the deceased lawyer in the practice of law; any person who has a beneficial interest in such trust, escrow or special account; an officer of a city or county bar association; or counsel for an attorney disciplinary committee. No lawyer may charge a legal fee for assisting with an application to designate a successor signatory pursuant to this Rule.
  - (3) The Supreme Court may designate a successor signatory and may direct the safeguarding of funds from such trust, escrow or special account, and the disbursement of such funds to persons who are entitled thereto, and may order that funds in such account be deposited with the Lawyers' Fund for Client Protection for safeguarding and disbursement to persons who are entitled thereto.
- (h) **Dissolution of a Firm.**  
Upon the dissolution of any firm of lawyers, the former partners or members shall make appropriate arrangements for the maintenance, by one of them or by a successor firm, of the records specified in Rule 1.15(d).
- (i) **Availability of Bookkeeping Records: Records Subject to Production in Disciplinary Investigations and Proceedings.**  
The financial records required by this Rule shall be located, or made available, at the principal New York State office of the lawyers subject hereto, and any such records shall be produced in response to a notice or subpoena duces tecum issued in connection with a complaint before or any investigation by the appropriate grievance or departmental disciplinary committee, or shall be produced at the direction of the appropriate Appellate Division before any person designated by it. All books and records produced pursuant to this Rule shall be kept confidential, except for the purpose of the particular proceeding, and their contents shall not be disclosed by anyone in violation of the attorney-client privilege.
- (j) **Disciplinary Action.**  
A lawyer who does not maintain and keep the accounts and records as specified and required by this Rule, or who does not produce any such records pursuant to this Rule, shall be deemed in violation of these Rules and shall be subject to disciplinary proceedings.

**SUPREME COURT - APPELLATE DIVISION, 1ST DEPARTMENT**  
[22 NYCRR § 603.15]

**§ 603.15 Random Review and Audit.**

- (a) **Availability of Bookkeeping Records; Random Review and Audit.**  
The financial records required to be maintained pursuant to Rule 1.15 of the Rules of Professional Conduct (22 N.Y.C.R.R. Part 1200 [Rule 1.15]), or by any other rule of this Court, shall be made available for inspection, copying and determination of compliance with court rules, to a duly authorized representative of the court pursuant to the issuance, on a randomly selected basis, of a notice or subpoena by the Departmental Disciplinary Committee.
- (b) **Confidentiality.**  
All matters, records and proceedings relating to compliance with Rule 1.15 of the Rules of Professional Conduct (22 N.Y.C.R.R. Part 1200 [Rule 1.15]) and this section, including the selection of an attorney for review hereunder, shall be kept confidential in accordance with applicable law, as and to the extent required of matters relating to professional discipline.
- (c) **Regulations and Procedures for Random Review and Audit.**  
Prior to the issuance of any notice or subpoena in connection with the random review and audit program established by this section, the

Departmental Disciplinary Committee shall propose regulations and procedures for the proper administration of the program. The court shall approve such of the regulations and procedures of the Departmental Disciplinary Committee as it may deem appropriate, and only such regulations and procedures as have been approved by the court shall become effective.

(d) **Biennial Affirmation of Compliance.**

Any attorney subject to this court's jurisdiction shall execute that portion of the biennial registration statement provided by the Office of Court Administration, affirming that the attorney has read and is in compliance with Rule 1.15 of the Rules of Professional Conduct (22 N.Y.C.R.R. Part 1200 [Rule 1.15]) and with this section. The affirmation shall be available at all times to the Departmental Disciplinary Committee.

No affirmation of compliance shall be required from a full-time judge or justice of the Unified Court System of the State of New York, or of a court of any other state, or of a federal court.

*Amended June 23, 2009*

**SUPREME COURT - APPELLATE DIVISION, 2ND DEPARTMENT**  
[22 NYCRR § 691.12]

**§ 691.12 Regulations and Procedures for Random Review and Audit and Biennial Affirmation of Compliance.**

- (a) **Availability of bookkeeping records; random review and audit.**  
The financial records required by Rule 1.15 of Part 1200 of this Title shall be available at the principal New York State office of the attorneys subject hereto, for inspection, copying and determination of compliance with said Rule 1.15, to a duly authorized representative of the court pursuant to the issuance, on a randomly selected basis, of a notice or subpoena by this court or the appropriate grievance committee.
- (b) **Confidentiality.**  
All matters, records and proceedings relating to compliance with Rule 1.15 of Part 1200 of this Title, including the selection of an attorney for review hereunder, shall be kept confidential in accordance with applicable law, as and to the extent required of matters relating to professional discipline.

(c) Prior to the issuance of any notice or subpoena in connection with the random review and audit program established by this section, the appropriate Grievance Committee shall propose regulations and procedures for the proper administration of the program. The Court shall approve such of the regulations and procedures of the Grievance Committee as it may deem appropriate, and only such regulations and procedures as have been approved by the Court shall become effective.

(d) Any attorney subject to this court's jurisdiction shall execute that portion of the biennial registration statement provided by the Office of Court Administration affirming that the attorney has read and is in compliance with Rule 1.15 of Part 1200 of this Title. The affirmation shall be available at all times to the Grievance Committees. No affirmation of compliance shall be required from a full-time judge or justice of the Unified Court System of the State of New York or of a court of any other state, or of a Federal court.

*Amended March 25, 2009*



**RULES OF PROFESSIONAL CONDUCT**  
**PART 1200 JOINT RULES OF THE APPELLATE DIVISIONS**  
**Rule 6.1: Voluntary Pro Bono Services**

Lawyers are strongly encouraged to provide pro bono legal services to benefit poor persons.

- (a) Every lawyer should aspire to:
- (1) provide at least 20 hours of pro bono legal services each year to poor persons; and
  - (2) contribute financially to organizations that provide legal services to poor persons.
- (b) Pro bono legal services that meet this goal are:
- (1) professional services rendered in civil matters, and in those criminal matters for which the government is not obliged to provide funds for legal representation, to persons who are financially unable to compensate counsel;
  - (2) activities related to improving the administration of justice by simplifying the legal process for, or increasing the availability and quality of legal services to, poor persons; and
  - (3) professional services to charitable, religious, civic and educational organizations in matters designed predominantly to address the needs of poor persons.
- (c) Appropriate organizations for financial contributions are:
- (1) organizations primarily engaged in the provision of legal services to the poor; and
  - (2) organizations substantially engaged in the provision of legal services to the poor, provided that the donated funds are to be used for the provision of such legal services.
- (d) This Rule is not intended to be enforced through the disciplinary process, and the failure to fulfill the aspirational goals contained herein should be without legal consequences.

PRO BONO

STATE OF NEW YORK  
**OFFICE OF COURT ADMINISTRATION**  
P.O. BOX 2806 CHURCH ST. STATION  
NEW YORK, NY 10008



PLACE  
STAMP  
HERE



NYS Office of Court Administration  
Attorney Registration Unit  
General Post Office  
P.O. Box 29327  
New York, NY 10087-9327



### Attorney Registration File Layout

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
		delim1		1	1	
1	Notice Date	correspondence_date	varchar(10)	2	10	mm/dd/yyyy
		delim12		12	1	
2	Attorney Registration Number	att_reg_id	numeric(10)	13	10	7 digits
		delim23		23	1	
3	start year	reg_period_start_year	int (yyyy)	24	4	yyyy
		delim28		28	1	
4	end year	reg_period_end_year	int (yyyy)	29	4	yyyy
		delim33		33	1	
5	Form Number	attorney_registration	numeric(10)	34	10	xxxxxxxxxx
		delim44		44	1	
6	Address: Work or Home	sent_to_description	char(4)	45	4	Newkirk will ignore
		delim49		49	1	
7	Current Name	fname delim79 mname delim100 lname delim130 seniority delim134 suffix	varchar(20)  varchar(20) varchar(30) char(3) char(5)	50 70 71 91 92 122 123 126 127	20 1 20 1 30 1 3 1 5	mname - will send period if an initial is used  lname - no comma after lname if seniority or suffix is not null  seniority- no punctuation suffix - no punctuation

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
8	name when admitted	fname delim160 mname delim181 lname delim212 seniority delim216 suffix	varchar(20) varchar(20) varchar(30) char(5) char(6)	132 152 153 173 174 204 205 210 211	20 1 20 1 30 1 5 1 6	name when admitted, may be a space
9	mailing address	firm delim292 address_1 delim343 address_2 delim394 city delim445 state delim448 zip delim454 zip_plus4 delim459 country	varchar(70) varchar(50) varchar(50) varchar(50) varchar(50) char(2) char(5) char(4) varchar(50)	218 288 289 339 340 390 391 441 442 444 445 450 451 455 456	70 1 50 1 50 1 50 1 1 2 1 5 1 4 1 50	zip_plus4 will be null country provided only if outside of USA
		happy506		506	1	

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
10	business address	firm delim581 address_1 delim632 address_2 delim683 city delim734 state delim737 zip delim743 zip_plus4 delim748 country	varchar(70) varchar(50) varchar(50) varchar(50) varchar(50) char(2) char(5) char(4) varchar(50)	507 577 578 628 629 679 680 730 731 733 734 739 740 744 745	70 1 50 1 50 1 50 1 2 1 5 1 4 1 50	country provided only if outside of USA
11	home address	address_1 delim921 address_2 delim972 city delim1023 state delim1026 zip delim1032 zip_plus4 delim1037 country	varchar(50) varchar(50) varchar(50) varchar(50) char(2) char(5) char(4) varchar(50)	796 846 847 897 898 948 949 951 952 957 958 962 963	50 1 50 1 50 1 2 1 5 1 4 1 50	country provided only if outside of USA
		delim794		795	1	
		delim1013		1013	1	

Field# (on form)	Description	Field Name	Data Type	start	width	formatted In
12	Business phone	number	varchar(50)	1014	50	(xxx) xxx-xxxx
		delim1084		1084	1	
13	Social Security Number	tid	varchar(20)	1065	20	xxx-xx-xxxx
		delim1085		1085	1	
14	Law School	law_school_name	varchar(50)	1086	50	Newkirk will wrap text
		delim1136		1136	1	
15	Date of Birth	dob	datetime (mm/dd/yyyy)	1137	10	mm/dd/yyyy
		delim1147		1147	1	
16	Year Admitted to NYS Bar	year_admitted	int/yyyy)	1148	4	yyyy
		delim1152		1152	1	
17	NYS Judicial Dept. of Admission	Judicial_department	smallint	1153	1	number
		delim1154		1154	1	
18	Fee amount for biennial period	fee_amount	numeric(9)	1155	9	\$x,xxx.00 (Newkirk will ignore)
		delim1164		1164	1	
19	Total of all fees (calculated field)	total fee	numeric(10)	1165	10	\$xx,xxx.00
		delim1175		1175	1	

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
20	Identifies the type of Notice: - REGISTRATION NOTICE - SECOND NOTICE - FINAL NOTICE - SPECIAL NOTICE - DELINQUENT NOTICE	description	varchar(50)	1176	50	all caps
		delim1226		1226	1	
21	Numeric equivalent of Registration Notice type	notice_type	smallint	1227	11	number
		delim1238		1238	1	

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 1a	varchar(25)	1239-1263	25	string
		correspondence message 1b	varchar(25)	1264-1288	25	string
		correspondence message 1c	varchar(50)	1289-1338	50	string
		delim1339		1339	1	
		correspondence message 2a	varchar(25)	1340-1364	25	string
		correspondence message 2b	varchar(25)	1365-1389	25	string
		correspondence message 2c	varchar(50)	1390-1439	50	string
		delim1440		1440	1	
		correspondence message 3a	varchar(25)	1441-1465	25	string
		correspondence message 3b	varchar(25)	1466-1490	25	string
		correspondence message 3c	varchar(50)	1491-1540	50	string
		delim1541		1541	1	
correspondence message 4a	varchar(25)	1542-1566	25	string		
correspondence message 4b	varchar(25)	1567-1591	25	string		
correspondence message 4c	varchar(50)	1592-1641	50	string		
delim1642		1642	1			
correspondence message 5a	varchar(25)	1643-1667	25	string		
correspondence message 5b	varchar(25)	1668-1692	25	string		
correspondence message 5c	varchar(50)	1693-1742	50	string		
delim1743		1743	1			

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 6a	varchar(25)	1744-1768	25	string
		correspondence message 6b	varchar(25)	1769-1793	25	string
		correspondence message 6c	varchar(50)	1794-1843	50	string
		dellm1844		1844	1	
		correspondence message 7a	varchar(25)	1845-1869	25	string
		correspondence message 7b	varchar(25)	1870-1894	25	string
		correspondence message 7c	varchar(50)	1895-1944	50	string
		dellm1945		1945	1	
		correspondence message 8a	varchar(25)	1946-1970	25	string
		correspondence message 8b	varchar(25)	1971-1995	25	string
correspondence message 8c	varchar(50)	1996-2045	50	string		
dellm2046		2046	1			
correspondence message 9a	varchar(25)	2047-2071	25	string		
correspondence message 9b	varchar(25)	2072-2096	25	string		
correspondence message 9c	varchar(50)	2097-2146	50	string		
dellm2147		2147	1			
correspondence message 10a	varchar(25)	2148-2172	25	string		
correspondence message 10b	varchar(25)	2173-2197	25	string		
correspondence message 10c	varchar(50)	2198-2247	50	string		
dellm2248		2248	1			

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 11a	varchar(25)	2249-2273	25	string
		correspondence message 11b	varchar(25)	2274-2298	25	string
		correspondence message 11c	varchar(50)	2299-2348	50	string
		delim2349		2349	1	
		correspondence message 12a	varchar(25)	2350-2374	25	string
		correspondence message 12b	varchar(25)	2375-2399	25	string
		correspondence message 12c	varchar(50)	2400-2449	50	string
		delim2450		2450	1	
		correspondence message 13a	varchar(25)	2451-2475	25	string
		correspondence message 13b	varchar(25)	2476-2500	25	string
		correspondence message 13c	varchar(50)	2501-2550	50	string
		delim2551		2551	1	
correspondence message 14a	varchar(25)	2552-2576	25	string		
correspondence message 14b	varchar(25)	2577-2601	25	string		
correspondence message 14c	varchar(50)	2602-2651	50	string		
delim2652		2652	1			

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 15a	varchar(25)	2653-2677	25	string
		correspondence message 15b	varchar(25)	2678-2702	25	string
		correspondence message 15c	varchar(50)	2703-2752	50	string
		delim2753		2753	1	
		correspondence message 16a	varchar(25)	2754-2778	25	string
		correspondence message 16b	varchar(25)	2779-2803	25	string
		correspondence message 16c	varchar(50)	2804-2853	50	string
		delim2854		2854	1	
		correspondence message 17a	varchar(25)	2855-2879	25	string
		correspondence message 17b	varchar(25)	2880-2904	25	string
correspondence message 17c	varchar(50)	2905-2954	50	string		
delim2955		2955	1			
23	01/01/10 rule changes	demographic number	varchar(10)	2956-2975	20	Field# (on form)
		delim2986		2976	1	
		email address	varchar(50)	2977-3026	1	
delim3221		3027	1			