

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

HOW TO APPLY FOR ADMISSION ON MOTION (RECIPROCITY)

Step One: Obtain an application from the State Board of Law Examiners (the BOLE) for certification that you have the necessary legal education for admission to the New York State Bar without examination. Complete the application and file it with the BOLE together with the required filing fee. Further information about admission on motion without examination and the necessary forms may be obtained from the office of the BOLE, located at Corporate Plaza, Building 3, 254 Washington Avenue Extension, Albany, New York 12203, (518)-452-8700, or by visiting the [BOLE website](#). It is strongly recommended that you carefully review § 520.10 of the Rules of the Court of Appeals ([see 22 NYCRR 520.10](#)) before filling out the application.

Step Two: If the BOLE approves your application and sends a copy of your Certificate of Legal Education to the office of the Committees on Character and Fitness of the Appellate Division, Second Department, that office will mail you a form entitled Applicant's Affidavit as to Legal Practice which you should complete and return. The staff of the Committees on Character and Fitness will review the form affidavit to determine whether you have accumulated the necessary prior practice experience for admission on motion and whether you are currently admitted to practice in at least one other jurisdiction which would similarly admit a New York State attorney to its bar without examination.

Step Three: If the office of the Committees on Character and Fitness determines that you are eligible to apply, you will be notified in writing, and advised to obtain the full application for admission package from the Internet. You will also be notified of your Username and Password for on-line access to the [Orientation to the Profession](#) program, which you are required to complete as part of the application process.

Step Four: Download the required forms from the website of the Appellate Division, Second Department, consisting of the Application Package and the Supplemental Instructions. You may begin completing the application for admission and obtaining the required supporting documents at your convenience but you should note that the execution of certain required supporting documents is time sensitive. Only file the application package after additionally completing Steps Five and Six below. Carefully observe the instructions regarding the preparation of the required forms in order to avoid delay in the processing of your application.

Step Five: Register as an attorney with the Office of Court Administration in accordance with Judiciary Law § 468-a, and pay the required fee. Be sure to retain a copy of your receipt. You may register on-line via the following link:
<https://iapps.courts.state.ny.us/aronline/BoleSearch>

Step Six: Include a copy of your attorney registration receipt as a supporting document to your application for admission to the bar.

Step Seven: File your completed application and supporting documents with the office of the Committees on Character and Fitness. Be sure to make and retain a copy of the entire, completed application package for your records.

Step Eight: The staff of the Committee on Character and Fitness will review your application for admission. If your application is incomplete, or if additional information is needed, the staff member will notify you of the missing or required information. If or when your application is determined to be complete, you will be contacted to schedule your personal interview with a Committee member.

Step Nine: Appear for your personal interview with a member of the Committee on Character and Fitness.

Step Ten: Take the constitutional oath of office as an Attorney and Counselor-at-Law. After you have been interviewed and approved by a member of the Committees on Character and Fitness, you will be notified of the date and time on which to appear at the courthouse of the Appellate Division, Second Department, to attend the ceremony at which you will take the oath of office and be admitted to the bar. The admission ceremony in the Second Department is conducted generally on a monthly basis. It is a formal court appearance and proper business attire is required. Unfortunately, due to space limitations, you may invite no more than two guests to attend the admission ceremony.

Questions: Inquiries about these instructions or the admission process in general may be addressed to:

AD2CCF@NYCOURTS.GOV
Committees on Character and Fitness
Appellate Division, Second
Department 335 Adams Street, Room
2404 Brooklyn, NY 11201
Telephone: (718) 923-6360