

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

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

**Supplemental Instructions**

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

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

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

- Complete the **Orientation to the Profession** program (see the link at the web site above). You may do so at any time after taking bar exam or submitting an application for admission on motion. Be sure to attach the original, signed Certificate of Completion Form as the last exhibit to your application.
- Send the **Form Law School Certificate** to each law school you attended.
- After you receive your Notice of Certification from the New York State Board of Law Examiners, register as attorney with the Office of Court Administration, and pay the required fee. Be sure to retain your receipt and attach a copy to your application for admission. You may register on-line and obtain a receipt via the following link: <https://iapps.courts.state.ny.us/aronline/BoleSearch>
- Complete and file the **Application for Admission Questionnaire**; be sure to include the following additional items in your application package:
  - Copy of your **State Board of Law Examiners Notice of Certification**;
  - Two (2) **Affirmations of Good Moral Character**: Affirmations of Good Moral Character will not be accepted from those who complete employment affirmations on your behalf or know you solely in an employment relationship. The requirement that proof of moral character be dated no earlier than 60 days prior to the filing of the bar admission application may be waived in the discretion of the Committees on Character and Fitness;
  - All required **Employment Affirmations or Letters**: (1) unless you have been admitted to the bar in another state and you are reporting legal employment in that state, do not describe your position with a legal employer as that of “associate”, which is a term reserved for those who have been admitted to the bar; and (2) ensure that the information contained in the employer affirmation matches the information set forth in your application, especially the dates of employment;
  - ORIGINAL Certificates of Good Standing and Grievance Letters** from other jurisdictions in which you have been admitted to practice;

- Form Affidavit of Compliance with Pro Bono Requirements** (see the link for “[50 hour Pro Bono Requirement](#)” at the Court's web site above). This form may be completed as an affirmation made under penalty of perjury. (Note, in accordance with the April 21, 2020 directive of the Court of Appeals [as implemented by the Appellate Division](#), applicants who graduated from law school in Spring 2020 shall not be required to provide an affidavit attesting to compliance with the Pro Bono requirement.);
- Form Affidavit of Compliance with Skills Competency and Professional Values Requirement:** if required, see link for "Skills Competency Requirement" at the Court's web site above. This form may be completed as an affirmation made under penalty of perjury. (Note, applicants who commenced their legal studies on or before August 1, 2016 are exempt from this requirement. Additionally, in accordance with the April 21, 2020 directive of the Court of Appeals [as implemented by the Appellate Division](#), applicants who graduated from law school in Spring 2020 shall not be required to provide any documents relating to the Skills Competency Requirement.);
- If applicable to you, the following additional information/documentation:
  - Copy of marriage certificate or court order in case of name change;
  - If you answer “yes” to question #26 of the questionnaire, include in your explanation of the underlying facts both the date of occurrence for any offense and the date of final disposition; provide a certificate of disposition or similar original record for any criminal charge and any alcohol-related offense;
  - Copies of judgments or other dispositions in civil actions or proceedings;
  - If you answer “yes” to question #33, provide supporting documentation.
- Place all papers in the proper order, before filing, as detailed in the General Instructions.

### *When to File the Completed Application Package*

While applicants for admission on examination in the Second Judicial Department may file their papers at any time after taking the bar examination, in the normal course, the completed application should only be filed after (1) the applicant for admission on examination has received Notice of Certification from the BOLE, or (2) the applicant for admission on motion, without examination, has received a letter from the Committees on Character and Fitness notifying him or her of eligibility for such admission.

### *Filing the Completed Application Package*

An applicant shall submit the completed application package in digital (pdf) format, by email, to the Committees on Character and Fitness at [AD2CCF@nycourts.gov](mailto:AD2CCF@nycourts.gov). In the subject line of your email please type “**New Application for Admission - Your Last Name, Your First Name.**” *Please be sure to provide a statement in your transmittal email confirming that the digitized documents you are attaching are a complete and accurate representation of the originals.* Make sure you preserve the original application as the Committees on Character and Fitness, and the Appellate Division, reserve the right to request the production of the original.

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