



# APPLICATION TO RE-REGISTER WITH A NEW EMPLOYER AS IN-HOUSE-COUNSEL

Pursuant to Part 522 of the Rules of the New York State Court of Appeals

To the Appellate Division of the Supreme Court of the State of New York: The undersigned, who was previously approved for registration as an in-house counsel, has become employed by another employer and hereby applies to re-register as an in-house counsel pursuant to Part 522 of the Rules of the New York State Court of Appeals, and in support of such application submits the following statement and the accompanying affidavits and other papers.

<b>Appellate Division</b> (check one)	1st Dept.	2nd Dept.	3rd Dept.	4th Dept.
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## A. Personal Information

1. State name in full:

<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>LAST NAME</b>	<b>SUFFIX (JR., III)</b>
_____	_____	_____	_____

2. Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number (last four digits): \_\_\_\_\_

3. Name of New Employer:

**NAME OF EMPLOYER**

\_\_\_\_\_

<b>STREET ADDRESS</b>	<b>CITY/ TOWN/ VILLAGE</b>	
_____	_____	
<b>STATE</b>	<b>ZIP</b>	<b>COUNTRY (IF NOT IN THE USA)</b>
_____	_____	_____
<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>	
_____	_____	

4. Residential Address:

<b>STREET ADDRESS</b>	<b>CITY/ TOWN/ VILLAGE</b>	
_____	_____	
<b>STATE</b>	<b>ZIP</b>	<b>COUNTRY (IF NOT IN THE USA)</b>
_____	_____	_____
<b>TELEPHONE NUMBER</b>	<b>EMAIL ADDRESS</b>	
_____	_____	

5. OCA Registration #: \_\_\_\_\_

6. My prior employment as In-House Counsel ceased on (mm/dd/yyyy): \_\_\_\_\_

7. My new employment as In-House Counsel commenced/will commence on (mm/dd/yyyy): \_\_\_\_\_



**B. Admission Information**

- Please complete the below admission information. Note that Certificates of Good Standing and Disciplinary Letters or completion of C(ii) and/or C(iii) are required **only if employment commenced/will commence MORE THAN 30 days after ceasing prior employment.**
- Attach a Certificate of Good Standing from each jurisdiction to which you are admitted. If you are not in good standing in any jurisdiction to which you are admitted, attach a statement explaining those circumstances. If you are unable to provide a Certificate of Good Standing, please complete section C (ii).
- Attach a letter from the governing disciplinary body of each jurisdiction to which you are admitted certifying whether or not charges were filed, and if any, the disposition thereof. If the jurisdiction in which you practice does not provide attorney disciplinary letters, please complete section C(iii).
- Attach additional sheets if you are supplying information for additional jurisdictions.

JURISDICTION NAME	DATE OF ADMISSION (IF APPLICABLE)	BAR NO. (IF APPLICABLE)
_____		
<ul style="list-style-type: none"> <li>• Certificate of Admission and Good Standing provided or section C(ii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Attorney disciplinary letter provided or section C(iii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• If admitted to practice in a U.S. state, territory, or the District of Columbia, does the U.S. jurisdiction permit attorneys admitted in New York to practice as in-house counsel in that jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>		

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<ul style="list-style-type: none"> <li>• Certificate of Admission and Good Standing provided or section C(ii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Attorney disciplinary letter provided or section C(iii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• If admitted to practice in a U.S. state, territory, or the District of Columbia, does the U.S. jurisdiction permit attorneys admitted in New York to practice as in-house counsel in that jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>		

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<ul style="list-style-type: none"> <li>• Certificate of Admission and Good Standing provided or section C(ii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Attorney disciplinary letter provided or section C(iii) completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• If admitted to practice in a U.S. state, territory, or the District of Columbia, does the U.S. jurisdiction permit attorneys admitted in New York to practice as in-house counsel in that jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>		



**C (i). Affidavit of Applicant (Required)**

STATE OF \_\_\_\_\_ )  
 ) ss.:  
COUNTY (CITY) OF \_\_\_\_\_ )

I, \_\_\_\_\_, swear (or affirm) that (1) I have provided the information required in the foregoing application fully, truthfully and accurately; (2) my answers are true of my own knowledge, unless stated as upon information and belief, and as to such answers, I believe them to be true; (3) I have read and am in compliance with Part 522 of the Rules of the Court of Appeals (22 NYCRR § 522.1 et seq.); (4) I perform/will perform full-time or part-time legal services in New York State solely and exclusively as provided in 22 NYCRR §522.4; and (5) I agree to be subject to the disciplinary authority of New York State and to comply with the New York Rules of Professional Conduct (22 NYCRR Part 1200) and the rules governing the conduct of attorneys in the \_\_\_\_\_ Judicial Department.

**C (ii). Optional Affidavit of Applicant (If more than 30 days has elapsed since ending previous employment and if good standing certificate has not been provided)**

I, \_\_\_\_\_, swear (or affirm) that I am trained as a lawyer and eligible to join the bar of \_\_\_\_\_ ("Jurisdiction") if such a bar exists, or am otherwise eligible to engage in the private practice of law in such jurisdiction, upon ceasing to be employed as in house-counsel.

*(Please attach relevant supporting documentation that confirms this statement.)*

**C (iii). Optional Affidavit of Applicant (If more than 30 days has elapsed since ending previous employment and if jurisdiction outside the U.S. does not provide attorney disciplinary letters)**

I, \_\_\_\_\_, swear (or affirm) that the jurisdiction in which I practice law does not provide attorney disciplinary letters. I certify that charges  have/  have not (check one) been filed with or by the jurisdiction's disciplinary body against me.

*(If charges have been filed, please attach relevant documentation providing the substance of the charge(s) and the disposition thereof.)*

Signature \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

**Notary Public**  
(Sign & Affix seal or stamp)



**D. Affidavit/Affirmation of Employer**

STATE OF \_\_\_\_\_ )

) ss.:

COUNTY (CITY) OF \_\_\_\_\_ )

I, \_\_\_\_\_, swear (or affirm) that (1) I am an  officer  director, or  general counsel of \_\_\_\_\_ ("Employer"); (2) I have reviewed the information set forth in the foregoing application of \_\_\_\_\_ ("Applicant"), and believe that information to be true and correct; (3) I have read Part 522 of the Rules of the Court of Appeals (22 NYCRR § 522.1 et seq.); (4) the Applicant commenced/will commence full-time or part-time employment as an attorney for Employer in the State of New York on \_\_\_\_\_ (mm/dd/yyyy); and (5) the nature of the Applicant's employment by Employer conforms entirely with the requirements of Part 522 of the Rules of the Court of Appeals.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

**Notary Public**  
(Sign & Affix seal or stamp)