



UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

*Office of the District Court Executive*

LORETTA A. PRESKA  
*Chief Judge*

EDWARD A. FRIEDLAND  
*District Court Executive*

**COURT NOTICE TO THE BAR**

September 20, 2011

**CONTACT**

Shona Mikell (Manhattan), 212-805-0500  
Robert Rogers (White Plains), 914-390-4100

**STARTING OCTOBER 6, SDNY MANHATTAN COURTHOUSE TO ISSUE/RENEW ATTORNEY  
SERVICE PASSES ON THURSDAYS ONLY**

Effective Thursday, October 6, 2011 the United States Court for the Southern District of New York (Manhattan courthouse) will issue and renew service passes to attorneys on Thursdays only, from 9:00 a.m. to 12:00 p.m. Applications for services passes will be processed at the U.S. District Court Executive's Office—500 Pearl Street, Room 820. The Southern District's White Plains courthouse, located at 300 Quarropas Street, will continue to issue and renew service passes on Fridays from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m.

SDNY Service Passes allow attorneys who are admitted to practice in the Southern District the opportunity to bring one electronic device (such as a cell phone or Blackberry) into the courthouse with them. Attorneys may obtain a Service Pass in either the White Plains or Manhattans courthouses, and the service pass will be honored in both locations. However, the service pass *will not* authorize attorneys to carry laptops into the courtroom—attorneys with service passes must request permission from individual judges to bring a laptop to court.

To qualify for the SDNY Service Pass, attorneys must:

1. Possess a "Secure Pass ID Card" from the New York State Unified Court System; attorneys can apply for the Secure Pass at 111 Centre Street (White Street entrance).
2. Be admitted to the United States District Court for the Southern District of New York;
3. Present additional proof of identity, such as a government-issued driver's license or passport;
4. Complete an application form, which can be found online at <http://nysd.uscourts.gov/forms.php> or in person at the District Executive's Office; in addition, an application follows this notice. Applications that are mailed in or submitted by someone other than the applicant will be rejected.

Attorneys who already possess service passes can renew them on Thursdays from 9 a.m. to noon as well. To obtain a Service Pass renewal, renewing attorneys must bring with them a New York State Unified Court System Secure Pass and additional proof of identity; they must also notify the SDNY of any updated contact information.

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THE DANIEL PATRICK MOYNIHAN UNITED STATES COURTHOUSE  
500 PEARL STREET, ROOM 820  
NEW YORK, NY 10007-1312  
(212) 805-0500



## ATTORNEY SERVICE PASS APPLICATION

[www.nysd.uscourts.gov](http://www.nysd.uscourts.gov)

First Name	Middle Name	Last Name	
Attorney Registration Number (NY State)		SDNY Bar Code Number*	
Firm/ Company Name			D.O.B.
Home Address			
City/Town		State	ZIP Code
Daytime Phone (with area code)	E-Mail Address		

I, \_\_\_\_\_, am submitting this application to the United States District Court of the Southern District of New York (SDNY) to obtain an Attorney Service Pass. I declare that I am a member in good standing of the bar of the SDNY and a member in good standing of the bar of the State of New York. I certify that the information provided in this application is true and correct. I further certify that I will return this Attorney Service Pass voluntarily at any time in the future if I am suspended, on inactive status, disbarred, resign, or for any other reason become ineligible to remain on the rolls of attorneys admitted to the Southern District of New York in good standing, or if its return is otherwise determined to be warranted by the court.

I have read standing order M 10-468 dated 02-17-10, and understand that I am required to follow the rules contained therein. If I am found in violation of said order, my Service Pass will be revoked without recourse.

I understand that it is my affirmative duty to return this Service Pass to the United States District Court, SDNY if I am directed to do so in writing by the District Court Executive.

 \_\_\_\_\_  
 Attorney's Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Print Name

**\*APPLICANT MUST BE ADMITTED TO PRACTICE IN THE SDNY TO RECEIVE A SERVICE PASS**

**FOR COURT PERSONNEL ONLY**

OCA SECURE PASS Verification (check one) Yes\_\_\_ No\_\_\_ ID Verification (check one) Yes\_\_\_ No\_\_\_

SDNY Badge Number\_\_\_\_\_ Exp. Date\_\_\_\_\_ Initials\_\_\_\_\_