

**UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK
ATTORNEY ADMISSIONS INSTRUCTIONS**

General Instructions:

- 1) Pay **Attorney Admission Fee** applicable at the time of filing. For the current fee, visit www.nysd.uscourts.gov/finance.htm. (All fees may be paid in cash or by a check made payable to: Clerk of the Court, Southern District of New York)
- 2) Present Application to **Cashier** located on the **1st Floor 500 Pearl St.** Mailed applications must include a self-addressed stamped envelope and a check or money order for the correct amount.
- 3) Make note of the specified **TUESDAY** Swearing-In date that the attorney admission clerk will give you. The Swearing-In date is scheduled for (10) days in advance.
- 4) Please refer questions regarding the attorney admissions process or adjournments of the return date to **(212) 805-0645**. Please note: Petitioners will be allowed **(4)** adjournments. **To adjourn**, please call by the **Thursday morning before** your scheduled Swearing-In date.
- 5) **YOUR SPONSOR MUST ACCOMPANY YOU TO THE SWEARING-IN CEREMONY.**

Form Instructions

- 1) Do not re-type form; please use spaces provided.
- 2) Make sure the certificates of **Good Standing** have been issued within the **last (30) days**
- 3) Please pay the applicable Attorney Admission Fee. For current fee information, visit www.nysd.uscourts.gov/finance.htm or contact the Cashier.
- 4) **Notarize** both your signature and that of your Sponsor. (**Your Sponsor must have known or worked with you for at least one year and must accompany you to the ceremony.**)
- 5) If applicable, provide your last ASSOCIATESHIP or CLERKSHIP placement where required on lines 4.(c) and 4.(b). If however, you have been in your present position for at least **three (3) years**, this is not necessary.

** Make checks PAYABLE TO: Clerk of the Court, U.S. Southern District*

**** Mail to: US Courthouse, Southern District of New York
500 Pearl St. Cashier's/In-Take Office
New York, NY. 10007
805-0645**

IMPORTANT - - PLEASE READ ALL CRITERIA BEFORE COMPLETING APPLICATION

Rule Admission to the Bar from:

**U.S. DISTRICT COURTS FOR THE SOUTHERN AND EASTERN DISTRICTS OF NEW YORK JOINT
RULES FOR GENERAL, CIVIL, CRIMINAL ADMIRALTY AND MAGISTRATE PROCEEDINGS,**
Effective April 15, 1997, including amendments through March 2004

Local Civil Rule 1.3. Admission to the Bar

(a) A member in good standing of the bar of the state of New York, or a member in good standing of the bar of the United States District Court in New Jersey, Connecticut or Vermont and of the bar of the State in which such district court is located, provided such district court by its rule extends a corresponding privilege to members of the bar of this court, may be admitted to practice in this court on compliance with the following provisions:

(Local Civil Rule 1.3. Admission to the Bar continued)

Each applicant for admission shall file with the clerk, at least ten (10) days prior to hearing (unless, for good cause shown, the judge shall shorten the time), a verified written petition for admission on a form supplied by the clerk stating: (1) applicant's residence and office address; (2) the time when, and courts where, admitted; (3) applicant's legal training and experience; (4) whether applicant has ever been held in contempt of court, and, if so, the nature of the contempt and the final disposition thereof; (5) whether applicant has ever been censured, suspended or disbarred by any court, and, if so, the facts and circumstances connected therewith; (6) that applicant has read and is familiar with (a) the provisions of the Judicial Code (Title 28, U.S.C.) which pertain to the jurisdiction of, and practice in, the United States District Courts; (b) the Federal Rules of Civil Procedure; (c) the Federal Rules of Criminal Procedure; (d) the Federal Rules of Evidence; (e) the Local Rules of the United States District Court for the Southern and Eastern Districts of New York; and (f) the New York State Lawyer's Code of Professional Responsibility as adopted from time to time by the Appellate Divisions of the State of New York; and (7) that applicant will faithfully adhere to all rules applicable to applicant's conduct in connection with any activities in this court.

The petition shall be accompanied by a certificate of the clerk of the court for each of the states in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that state court. The petition shall also be accompanied by an affidavit of an attorney of this court who has known the applicant for at least one year, stating when the affiant was admitted to practice in this court, how long and under what circumstances the attorney has known the applicant, and what the attorney knows of the applicant's character and experience at the bar. Such petition shall be placed at the head of the calendar and, on the call thereof, the attorney whose affidavit accompanied the petition shall personally move the admission of the applicant. If the petition is granted, the applicant shall take the oath of office and sign the roll of attorneys.

(b) A member in good standing of the bar of either the Southern or Eastern District of New York may be admitted to the bar of the other district without formal application (1) upon filing in that district a certificate of the Clerk of the United States District Court for the district in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that court and (2) upon taking the oath of office, signing the roll of attorneys of that district, and paying the fee required in that district.

(c) A member in good standing of the bar of any state or of any United States District Court may be permitted to argue or try a particular case in whole or in part as counsel or advocate, upon motion and upon filing with the Clerk of the District Court a certificate of the court for each of the states in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that state court. Only an attorney who has been so admitted or who is a member of the bar of this court may enter appearances for parties, sign stipulations or receive payments upon judgments, decrees or orders.

(d) If an attorney who is a member of the bar of this court, or who has been authorized to appear in a case in this court, changes his or her residence or office address, the attorney shall immediately notify the clerk of the court, in addition to serving and filing a notice of change of address in each pending case in which the attorney has appeared.

[Source: Former Local General Rule 2.]

**If you meet the criteria, please complete the Petition for Admission.
You may download the Petition for Admission form from our website.
<http://www.nysd.uscourts.gov/forms/adm.pdf>.**

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

In the Matter of the Application of

PETITION FOR ADMISSION

for admission to practice before the
Bar of the United States District Court
for the Southern District of New York

Social Security No.
or
Bar Code I.D. No.

**TO THE HONORABLE JUDGES OF THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF NEW YORK**

_____, for his/her petition for admission to practice before this Court, alleges as follows:

1. I reside at _____.
2. My office name and address is _____.
3. I was admitted to practice before the Bar of the _____ on _____.
4. My legal training and experience consists of the following:
 - (a) I received a _____ degree from _____ in _____.
 - (b) I was employed as a law clerk by _____ from _____ through _____.
 - (c) I have been employed as an associate at the above-named firm in paragraph #2 since _____.
5. I have never been held in contempt of court.
6. I have never been censured, suspended or disbarred by any court.
7. I have read and am familiar with each of the following:
 - (a) The provisions of the Judicial Code (Title 28, U.S.C.) which pertain to the jurisdiction of, and practice in, United States District Court;
 - (b) The Rules of Civil Procedure for the District Courts; and
 - (c) The Rules of Criminal Procedure for the District Courts; and
 - (d) The Federal Rules of Evidence for the U.S. Courts and Magistrates; and
 - (e) The Rules of the United States District Court for the Southern District of New York.
8. I have read the Rules of Professional Conduct of the American Bar Association, and will faithfully adhere thereto.

WHEREFORE, it is respectfully requested that this Court order that petitioner be admitted to practice before the Bar of this Court.

DATED: _____

NOTARY VERIFICATION

_____, being duly sworn, deposes and says that he/she is the petitioner in the above-captioned matter, that he/she read the foregoing petition and knows the contents thereof, and that the same is true to his/her own knowledge.

Sworn to before me this _____
day of _____, 20____.

Notary Public

Petitioner's Signature

SPONSOR'S AFFIDAVIT IN SUPPORT FOR ADMISSION

I, _____, being duly sworn, depose and say:

1. I was admitted to practice in the U.S. District Court for the Southern District of New York on _____.

2. I am in practice at _____
(firm name & address)

I have known/have worked with the petitioner since _____ on various legal matters. Petitioner's experience at the Bar has been varied. His/her performance and ethical standards have always been of the highest quality.

WHEREFORE, it is respectfully requested that the petition of _____, for admission to practice before the Bar of this Court, be granted.

Signature _____

Sworn to before me this _____
day of _____, 20____.

Notary Public

APPLICATION GRANTED
SO ORDERED

U.S.D.J.

Date

OATH OF ADMISSION

I, _____, do solemnly swear (or affirm) that as an attorney and as a counselor of this Court I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States.

Applicant shall sign below after oath is administered and Court seal will be attached.

Date

Signature

Clerk's Signature