

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

In the Matter of the Application of

PETITION FOR ADMISSION

SOCIAL SECURITY #

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

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

_____ for his/her admission to practice before this court alleges as follows:

1. I reside at _____.
2. My firm name, address, telephone, zip code is
_____.
3. I was admitted to practice before the Bar(s) of _____ on
_____ and a certificate of Good Standing is attached.
4. My legal training and experience consists of the following:
(A) I received a _____ degree from _____ on _____, 19____ 20____.
(B) I was employed as a law clerk by _____ from _____ through
_____.
(C) I have been employed as an associate at the firm named in paragraph 2 since _____.
5. I have never been held in contempt of court (If you have, give details on a separate sheet).
6. I have never been censured, suspended or disbarred by any court (If you have, add rider).
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 Courts.
(B) The Federal Rules of Civil Procedure for the District Courts.
(C) The Federal Rules of Criminal Procedure for the District Courts.
(D) The Federal Rules of Evidence for the United States Courts and Magistrates.
(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 the petitioner be admitted to practice before the Bar of this Court.

DATED _____ 2 _____

I _____ being duly sworn, deposes and says; that he/she is the petitioner in the above captioned matter, that he/she has 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 _____ 2 _____.

Petitioner

Notary Public

SPONSOR'S AFFIDAVIT IN SUPPORT FOR ADMISSION

_____ being duly sworn, deposes and says:

1. I was admitted to practice in the United States District Court for the Southern District of New York on _____.
2. I am in practice at _____
(Firm name and address)
3. 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 of Sponsor

Date:

_____ Day of _____ 2 _____.

Notary Public

OATH OF ADMISSION

I, _____ **DO SOLEMNLY SWEAR (OR AFFIRM) THAT AS AN ATTORNEY AND COUNSELOR OF THIS COURT, THAT I WILL CONDUCT MYSELF UPRIGHTLY AND ACCORDING TO THE LAW, AND THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES.**

**APPLICATION GRANTED,
SO ORDERED:**

Applicant shall sign here after the oath is administered, and the Seal of the Court shall be affixed.

U.S.D.J.

Date _____ 2 _____

Clerk's Signature

ADMISSION TO THE SOUTHERN DISTRICT OF NEW YORK

1. Petition **MUST** be signed, notarized and submitted to the Court.
2. Only **ORIGINALS** WILL BE ACCEPTED FOR FILING, with Social Security # on front of petition.
3. The applicable attorney admission fee at the time of filing is payable by cash or check. Make checks payable to: CLERK, **U.S.D.C., S.D.N.Y.** For the current fee, please visit the finance page of our web site www.nysd.uscourts.gov/finance.htm.
4. Petition is to be filed and fees paid in Room 147 at the U.S. Courthouse, White Plains. We will also accept petitions by mail. Please Mail to: Attorney Admissions, c/o Clerk, US Courthouse 300 Quarropas Street, White Plains, NY 10601. For return, please enclose **SELF ADDRESSED, STAMPED ENVELOPE**.
5. Sponsors are not required to appear (**White Plains only**) on the day of admission.
6. Applicants will receive a date of admission either directly or by mail.
7. Adjournments will be taken by telephone by calling (914) 390-4011 by noon of the day before the scheduled admission.
8. Questions regarding the admission or preparation of the petition should be directed to (914) 390-4011.
9. All petitions must be signed by the attorney with name clearly printed or typed directly below the signature and must show the attorney's first and last initial and last four (4) digits of his/her social security.
10. The local rules are now on the USDC, SDNY Web Site: www.nysd.uscourts.gov

LOCAL CIVIL RULE 1.3. ADMISSION TO THE BAR

(a) A member in good standing of the bar of the state on **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:

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, telephone number, zip code
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 Court; (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 Division 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 the 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 that state 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.]