



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

Office of the District Court Executive

COLLEEN MCMAHON
Chief Judge

EDWARD A. FRIEDLAND
District Court Executive

MEMORANDUM

TO: SDNY ADMITTED ATTORNEYS
FROM: EDWARD FRIEDLAND
DISTRICT EXECUTIVE'S OFFICE
DATE: March 12, 2020
SUBJECT: ATTORNEY SERVICE PASSES

Please be advised that, effective immediately and until further notice, the District Executive's Office will not be issuing new Attorney Service Passes. The District Executive's Office will continue to renew existing passes; however, renewals will be processed by mail only. To renew your pass by mail, please send in the following documentation:

- A clear photocopy of your current, non-expired "Attorney Secure Pass ID" from the New York State Unified Court System.
- Your non-expired SDNY Attorney Service Pass (you must submit the physical card).
- A self-addressed and stamped return envelope.
- A completed application, found here: <https://nysd.uscourts.gov/node/740>