

**UNITED STATES DISTRICT COURT**  
*for the*  
**NORTHERN DISTRICT OF NEW YORK**

NEWLY ADMITTED ATTORNEYS

The Judiciary and the Clerk of Court and his staff welcome you as a practitioner to the United States District Court for the Northern District of New York. We feel this is a very special occasion and it is in no way merely a perfunctory matter. We take note of every attorney and we genuinely wish you well.

You are being presented today with a package of information that will help you in your practice before this Court. The Local Rules of the Court along with General Orders that you must be familiar with are available on the Court's website - [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

Significant enclosures: General Order #22 (Administrative Procedures for Electronic Case Filing), Attorney E-Filing Registration Form, PACER (Public Access to Court Electronic Records) Application to the Criminal Justice Act Panel, JS-44 Civil Cover Sheet; Summons Form; Fee Schedule and Subpoena Form.

For your information, your name will be added into our computerized mailing system. Whenever the court generates an informational mailing to Northern District practitioners, you will be included in those mailings. The Clerk's Office will assign a bar roll number to you; the bar roll number must appear on all filings and correspondence submitted to the Court. (See Local Rule 10.1)

A supplemental statement of any changes in the foregoing information must be filed within ten (10) days of such change. It is imperative that you keep the Court informed of any changes to your Attorney E-Filing Registration form to ensure the proper service by the Clerk's Office of electronically filed court notices, orders and correspondence.

We also encourage you to join the NDNY Federal Court Bar Association. The FCBA works closely with the Court to provide representation to members of the federal bar in all 32 counties throughout the Northern District. The FCBA also provides quality CLE programs geared to federal practice issues and its members staff various court and bar committees. An application for the NDNY Federal Court Bar Association is enclosed for your use.

Again, welcome, and please feel free to contact any of our clerks' offices in Albany, Binghamton, Syracuse or Utica if you should need any additional information or assistance.

HON. NORMAN A. MORDUE  
Chief U.S. District Court Judge

LAWRENCE K. BAERMAN  
Clerk of Court