

**INSTRUCTIONS FOR ADMISSION TO THE NORTHERN DISTRICT OF NEW YORK**  
**PLEASE READ LOCAL RULE 83.1 ON ADMISSIONS**

1. **Complete the Attorney E-Filing Registration form.** This will enable the clerk's office to assign you a bar roll number and password for access to our Electronic Case Filing System (ECF). Your bar roll number and password will allow you to electronically file documents, view and retrieve electronic docket sheets and documents and receive electronically court orders and notices for any action which you appear as attorney of record. You will also receive future mailings regarding new rules and other general court announcements via e-mail.

2. **Complete the Petition for Admission to Practice.** Please make sure that it is signed, dated and notarized. Include a current (within the past six months) **original** certificate of good standing from the New York State Appellate Division. If you are not a member of the New York State Bar, please submit a current (within the past six months) **original** certificate of good standing from another federal court (outside of New York State), or highest court in the state where you regularly practice law. If admitted to practice in another federal district court outside of New York State, See N.D.N.Y. Local Rule 83.1(b).

**Note:** Applicants who are members in good standing of a United States District Court for the Eastern, Western, or Southern District of New York need not appear for formal admission. Please send in the admission fee together with a Verified Petition, an original Certificate of Good Standing from the United States District Court where you are a member (must be dated within the last six months), Attorney Registration Statement, along with a proposed order granting the admission. A sponsor's affidavit is not required. See N.D.N.Y. Local Rule 83.1(c).

3. **Sponsor's Affidavit.** Must be completed by an attorney who is admitted in good standing to practice in the Northern District of New York, and who has personal knowledge of your background and character. The sponsor must appear with you for admission.

4. **Admission Fee.** Include the appropriate admission fee. Checks are payable to: Clerk, U.S. District Court.

**\$150.00** - Permanent Admission

**\$ 30.00** - Pro Hac Vice Admission (for each case in which you appear)

See the reverse side of this notice for additional information on Pro Hac Vice Admissions.

5. **Select an Admission Date.** Judges entertain admissions on their regularly scheduled motion days. See the listing of motion days, times and locations included with this packet. Be sure to select a date that is agreeable with your sponsor and include it in a covering letter to the clerk.

6. Send the completed admission papers to the Clerk's Office at the location where you will be admitted. Be sure to include the following:

- ◆ Petition for Admission
- ◆ Sponsor's Affidavit
- ◆ Attorney E-Filing Registration Form
- ◆ Oath of Admission
- ◆ Certificate of Good Standing (dated within the past six months)
- ◆ Admission Fee
- ◆ CJA Panel Application Form (Optional)
- ◆ Pro Bono Panel Application Form (Optional)
- ◆ Application for ADR Appointment (Optional)

## **Additional Information for Admission Pro Hac Vice**

See N.D.N.Y. Local Rule 83.1(d)

### **Pro Hac Vice Admission by Motion:**

**Note:** No appearance is necessary for this type of admission.

- ◆ The sponsoring attorney, that is, an attorney already admitted to practice in the Northern District of New York, submits the following:
  - A Motion for Pro Hac Vice Admission of the applicant, please include the Case Caption and Assigned Judge.
  - A Proposed Order for signature by the Assigned Judge.

In addition to the motion for admission Pro Hac Vice, the applicant must also complete the following:

- ◆ Petition for Admission to Practice.
- ◆ Affidavit of Sponsor
- ◆ Attorney E-Filing Registration Form - Please note the case number.
- ◆ Certificate of Good Standing
- ◆ Include a check payable to the “Clerk, U.S. District Court” in the amount of \$30.00

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### **ORAL Application for Pro Hac Vice Admission:**

When an attorney requesting to be admitted Pro Hac Vice cannot follow the formal application process by motion as noted above, the applicant may be admitted to practice in this district upon an oral motion made in open court. The motion is made by the sponsoring attorney on the record. Immediately following the court proceeding, the applicant must report directly to the Clerk’s Office to complete an **Attorney E-Filing Registration Form** and Petition Form. The applicant must also immediately pay the \$30.00 Pro Hac Vice Admission Fee. A written notice of appearance must also be filed with the court in accordance with N.D.N.Y. Local Rule 83.2.