

## ATTORNEY ADMISSION FAQ

Question: Can I submit my Petition for Admission electronically?

Answer: No. Currently all permanent admission applications must be filed with the court traditionally.

Question: What is the current fee for permanent Admission?

Answer: \$150.00, payable to Clerk, U.S. District Court.

Question: How do I apply for admission Pro Hac Vice?

Answer: A Motion for **Limited Admission Pro Hac Vice** must be filed electronically by the sponsoring attorney along with a Petition, Affidavit of Sponsor, E-filing Registration Form, Certificate of Good Standing, and Proposed Order. These documents, except for the Certificate of Good Standing, are accessible from the Attorney Admission Packet (<http://www.nynd.uscourts.gov/attyadm1.cfm>). The fee for Pro Hac Vice admission is \$30 and should be forwarded immediately by regular mail as the Motion will not be processed until the fee is paid.

Question: I am not admitted in New York State. Can I apply for admission to the Northern District?

Answer: Yes. However, Local Rule 83.1 (b) requires that you maintain an office in the State which you are admitted and your Certificate of Good Standing should be from the highest court of this state or a United States District Court.

Question: I am an attorney with the Department of Justice. What specific forms should I submit with my application?

Answer: You should submit a motion from a member of the bar of this Court, as well as an E-Filing Registration form, a proposed order, and a completed oath on admission.

Question: I am admitted to the Northern District Bar but don't have a bar number. How do I get one?

Answer: Complete the Biennial Registration Form and mail the form with your \$30.00 check made payable to Clerk-USDC to the Syracuse Divisional Office. Upon receipt of the form, the attorney will be added to ECF and assigned a Bar Number. The Bar Number Notice will be forwarded to the attorney by regular mail and the ECF Password will be sent to the attorney by email.

Question: How can I get a Certificate of Good Standing from the Northern District of New York?

Answer: You may obtain this Certificate by submitting a written request, including the attorney's full name, bar roll number and date of admission, along with a self addressed envelope and the \$15 fee made payable to Clerk-USDC. The request should be directed to the Syracuse Divisional Office.

Question: How do I update my address information with the Court?

Answer: Pursuant to L.R. 83.1 (e), 41.2 (b) and 10.1(b) 2., a supplemental E-Filing Registration Form must be submitted to the court within 10 days of any change of information. Attorneys can update their phone, fax and email information independently in their ECF account.

Question: Does the Biennial Registration fee apply to me?

Answer: The Biennial Registration fee, established in 2001, is due every two years on the 30<sup>th</sup> day of June. For additional information about Biennial Registration click here (<http://www.nynd.uscourts.gov//documents/BiennialFAQ.pdf>)