

UNITED STATES DISTRICT COURT
for the
NORTHERN DISTRICT OF NEW YORK

ATTORNEY ADMISSION APPLICATION

Attorneys seeking admission to practice in the Northern District of New York are required to complete the attached application in its entirety. You must answer all questions and sign and date each form where indicated.

1. Complete the Attorney E-Filing Registration form and select the method of admission that coincides with the appropriate section of [Local Rule 83.1](#) of the Local Rules of Practice of the Northern District of New York and sign the Oath on Admission.
2. Complete the Petition for Admission to Practice form. You must answer all questions on the Petition. An incomplete Petition will result in rejection of the application. Sign the petition affirming adherence to the Judicial Code ([Title 28 U.S.C.](#)); the [Federal Rules of Civil Procedure](#); the [Federal Rules of Evidence](#); the [Federal Rules of Criminal Procedure](#); the [NDNY Local Rules](#) and [General Orders](#) of this Court; the [N.Y.S. Rules of Professional Conduct](#); and the [NYS Standards of Civility](#).
3. Complete the caption of the proposed Order for permanent admission. A proposed Order is not required for *Pro Hac Vice* admission.
4. Attach a Certificate of Good Standing issued by a Court within the last 6 months.
5. If you're seeking only *Pro Hac Vice* admission, attach a [Motion for Limited Admission Pro Hac Vice](#) with the case caption and case number.
6. Save the Attorney E-Filing Registration Form, Petition for Admission, proposed Order (permanent admission), Certificate of Good Standing, and Pro Hac Vice motion (if applicable) as a single flattened PDF document.
7. **Permanent Admission:** Log into your individual PACER account and follow the instructions for [How to submit an Application in PACER](#) found on the Court's website and submit the application packet in one PDF document. The Court will review your application and, if accepted, will email a secure link to pay the current [attorney admission fee](#). Upon payment of the fee, the application will be forwarded to a Judge for approval.
8. **Pro Hac Vice Admission:** Submit your application packet in one PDF document directly to the Court using the [MFT](#) link found on the Court's website. The Court will review the Application and, if accepted, will email a link to pay the [Pro Hac Vice admission fee](#). Upon payment of the fee, the Motion will be forwarded to the Judge assigned to the case for consideration.



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF NEW YORK

Petition for Admission to Practice, pursuant to Local Rule 83.1(a)

TO THE HONORABLE JUDGES OF THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF NEW YORK
I submit the following personal statement for admission to the Bar of the U.S. District Court for the Northern District of New York.

Personal Statement (Personal Information, Business Information, Good Standing, Education)

Personal Information

(Please enter your full name, including suffix, e.g. Sr., Jr., II, III, etc.)

Form with fields: First Name, Middle Name, Last Name, Suffix

Business Information

Affiliation/Firm:

Address:

Form with fields: City, State, Zip, County

E-Mail:

Form with fields: Title, Date of Employment, Firm Telephone

Good Standing

List jurisdictions & dates admitted & any attorney bar codes or state registration numbers.

Table with questions about convictions, disciplinary proceedings, and admissions to the bar, with Yes/No columns.

Education

Table with columns: Name of Law School, Dates of Attendance, Type of Degree Received, Date Degree Received or Expected

Are you currently or have you ever been a law clerk to a District Judge or Magistrate Judge? If yes, give name and title of Judge and specify dates and location:

I have read and am familiar with: The Judicial Code (Title 28 U.S.C.); the Federal Rules of Civil Procedure and the Federal Rules of Evidence for the District Courts; the Federal Rules of Criminal Procedure for the District Courts; the Local Rules and General Orders for the Northern District of New York; and the N.Y.S. Rules of Professional Conduct and will faithfully adhere thereto.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature

Date

UNITED STATES DISTRICT COURT FOR
THE NORTHERN DISTRICT OF NEW YORK

IN THE MATTER OF THE APPLICATION OF

ORDER

TO BE ADMITTED TO THE UNITED STATES
DISTRICT COURT FOR THE NORTHERN
DISTRICT OF NEW YORK

Upon fulfilling the requirements set forth in Local Rule 83.1 of the Northern
District of New York, _____ is hereby accepted for

- Admission to practice in the United States District Court for the Northern District of New York.
- Pro Hac Vice Admission to practice in the United States District Court for the Northern District of New York for the particular case of:

_____.

IT IS SO ORDERED.

Dated: _____

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- U.S. District Judge
 - U.S. Magistrate Judge