

Attorney Admission to the Northern District of New York

Local Rule 83.1

12/16/2016

HOW TO FILE:

Request for Permanent Admission
File via Traditional Mail, with check for payment of fee.

Request for PHV Admission
Filed electronically by the sponsoring attorney in the case in which the PHV attorney wishes to appear, fee is remitted via pay.gov in the docketing event.

Permanent
or
Pro Hac Vice?

Pro Hac Vice

Permanent

Is applicant
admitted to N.Y.S.?

No

Yes

Is applicant admitted
to the Eastern, Western
or Southern District
of New York?

Yes

No

Applicant needs the following documents:

1. Petition for Admission;
2. Sponsor's Affidavit;
3. Attorney Registration Form;
4. Cert. of Good Standing from highest court of state where admitted (dated within the last six months);
5. Oath of Admission
6. Proposed Order
7. **\$231 Admission Fee**

Please note:

Applicant and sponsor must appear for formal admission unless waived by the Court.

****Papers to be filed 14 days prior to scheduled hearing.****

On behalf of the Applicant for PHV admission, the Sponsor needs to electronically file the following documents in the case in which the applicant seeks admission:

1. Motion and Proposed Order with caption of particular case for which admission is being sought. (separate Motion & Proposed Order for each attorney seeking PHV admission)
2. Sponsor's Affidavit;
3. Petition for Admission;
4. Attorney Registration Form;
5. Oath of Admission;
6. Cert. of Good Standing from highest court of state where admitted (dated within the last six months);
7. **\$100 admission fee;**

Please note:

~An oral motion by the sponsoring attorney may be made provided it is in open court and on the record.
~Attorney admitted Pro Hac Vice must file a written notice of appearance in the case for which they were admitted.

Applicant needs the following documents:

1. Petition for Admission;
2. Atty registration form;
3. Cert. of Good Standing; from District Court (dated within last six months);
4. **\$231 admission fee;**
5. Oath of Admission
6. ****Proposed Order.****

Please note:

No formal appearance or sponsor's affidavit necessary.

****Order can be signed by any Judicial Officer****

Applicant needs the following documents:

1. Petition for Admission;
2. Sponsor's Affidavit;
3. Atty registration form;
4. Cert. of Good Standing from NYS (dated within last six months);
5. **\$231 admission fee;**
6. Oath of Admission.
7. Proposed Order

Please note:

Applicant and sponsor must appear for formal admission unless waived by the Court.

****Papers to be filed 14 days prior to scheduled hearing.****

Important Facts

1. Admission packets are available on the Court's web page at "www.nynd.uscourts.gov"
2. Certificates of Good Standing may not be more than 6 months old.
3. The admission fee is waived for all attorneys in the employ of the U.S. government.
4. An attorney admitted Pro Hac Vice **may** enter appearances for parties, sign stipulations, or receive payments on judgments, decrees or orders.
5. Starting June 1st, 2001, a \$50.00 biennial registration fee will be collected from all active permanently admitted attorneys on the District's bar roll. See Local Rule 83.1(a)(5).

Process

Decision

Answer