

UNITED STATES DISTRICT COURT for the SOUTHERN DISTRICT of NEW YORK ATTORNEY ADMISSION INSTRUCTIONS

Instructions for admission at the US Courthouse, 500 Pearl Street, New York, NY 10007:

In accordance with Local Civil Rule 1.3, new applicants to the bar are directed to file an application in both electronic form (see #1 below) and printed paper form (see #8 below). Applicants may choose to be sworn-in either in White Plains or New York. This one application will also provide you with a password for Electronic Case Filing (ECF). Applicants are expected to be familiar with all requirements of [Local Civil Rule 1.3](#), Admission to the Bar. Use the [ECF password only](#) form instead of this form if you are already admitted to the bar of this court, or have been admitted Pro Hac Vice.

- (1) File an application for admission to the bar in electronic form on the Court's website, www.nysd.uscourts.gov
- (2) You will be asked to create two letter/number combinations for identification purposes.
 - (a) Part A - Electronic Case Filing Registration: this section will ask you to create a unique personal identifier to be used in case you lose your ECF password. This can be any combination of letters and/or numbers (eg. your mother's maiden name) and
 - (b) Part A - Certification: this section will ask you to create a USDC/SDNY bar code for yourself. The bar code must consist of your first and last initials, followed by a four (4) digit number of your own choosing (eg. JD6739). Make a note of your bar code for your own records and always write your bar code after your signature on any signed document.
- (3) Print a copy of the application before clicking the "SUBMIT" button.
- (4) After printing a copy of the form, click the "SUBMIT" button to submit the electronic version of the form.
- (5) Sign the printed form.
- (6) Have your sponsor complete the Sponsor's Affidavit (Part C). Your sponsor must have known you for at least one (1) year and must accompany you to the ceremony in New York.
- (7) Notarize the signatures of both the applicant and the sponsor.
- (8) File the printed application with the Clerk, together with:
 - (a) a certificate(s) of good standing issued within the last 30 days (see Local Civil Rule 1.3 for required certificates) and
 - (b) the required fee. See the [District Court Fee Schedule](#) on the Court's website for the current fee. Fees are payable in cash, attorney's check or money order, made payable to Clerk, USDC, SDNY.

Printed applications may be mailed to the Clerk. Applicants must include a self-addressed stamped envelope for return of the receipt. Printed applications may be mailed to:

Cashier
US Courthouse
500 Pearl Street
New York, NY 10007

- (9) Your receipt for payment will be returned stamped with your date to appear to be sworn-in. The date will be at least 10 days in advance. The ceremony is generally held in the courtroom of the Part 1 Judge on Tuesday mornings in New York.
- (10) In New York your sponsor must accompany you to your swearing-in ceremony. If you need to adjourn please call (212) 805-0645 by the Thursday before your ceremony date.
- (11) If your petition for admission to the bar is granted, your Electronic Case Filing (ECF) password will be sent to the email address on your application after you are sworn-in. Print and save your ECF password for future reference.

UNITED STATES DISTRICT COURT for the SOUTHERN DISTRICT of NEW YORK ATTORNEY ADMISSION INSTRUCTIONS

Instructions for admission at the US Courthouse, 300 Quarropas Street, White Plains, NY 10601:

In accordance with Local Civil Rule 1.3, new applicants to the bar are directed to file an application in both electronic form (see #1 below) and printed paper form (see #8 below). Applicants may choose to be sworn-in either in White Plains or New York. This one application will also provide you with a password for Electronic Case Filing (ECF). Applicants are expected to be familiar with all requirements of [Local Civil Rule 1.3](#), Admission to the Bar. Use the [ECF password only](#) form instead of this form if you are already admitted to the bar of this court, or have been admitted Pro Hac Vice.

- (1) File an application for admission to the bar in electronic form on the Court's website, www.nysd.uscourts.gov
- (2) You will be asked to create two letter/number combinations for identification purposes.
 - (a) Part A - Electronic Case Filing Registration: this section will ask you to create a unique personal identifier to be used in case you lose your ECF password. This can be any combination of letters and/or numbers (eg. your mother's maiden name) and
 - (b) Part A - Certification: this section will ask you to create a USDC/SDNY bar code for yourself. The bar code must consist of your first and last initials, followed by a four (4) digit number of your own choosing (eg. JD6739). Make a note of your bar code for your own records and always write your bar code after your signature on any signed document.
- (3) Print a copy of the application before clicking the "SUBMIT" button.
- (4) After printing a copy of the form, click the "SUBMIT" button to submit the electronic version of the form.
- (5) Sign the printed form.
- (6) Have your sponsor complete the Sponsor's Affidavit (Part C). Your sponsor must have known you for at least one (1) year.
- (7) Notarize the signatures of both the applicant and the sponsor.
- (8) File the printed application with the Clerk, together with:
 - (a) a certificate(s) of good standing issued within the last 30 days (see Local Civil Rule 1.3 for required certificates) and
 - (b) the required fee. See the [District Court Fee Schedule](#) on the Court's website for the current fee. Fees are payable by attorney's check or money order, made payable to Clerk, USDC, SDNY.

Printed applications may be mailed to the Clerk. Applicants must include a self-addressed stamped envelope for return of the receipt. Printed applications may be mailed to:

Clerk
US Courthouse
300 Quarropas Street
White Plains, NY 10601

- (9) Your receipt for payment will be returned stamped with your date to appear to be sworn-in. The date will be at least 10 days in advance. Please call (914-390-4010) if you need to adjourn.
- (10) In White Plains there is no ceremony, and your sponsor does not need to appear. Applicants are sworn-in by a Deputy Clerk at the cashier's window on the first floor. If you need to adjourn please call (914) 390-4010.
- (11) If your petition for admission to the bar is granted, your Electronic Case Filing (ECF) password will be sent to the email address on your application after you are sworn-in. Print and save your ECF password for future reference.



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

Petition for Admission/ECF Registration

Instructions for completing this application are located on our website, www.nysd.uscourts.gov. Please read the instructions and then complete your personal statement on-line pursuant to [Local Civil Rules 1.3\(a\) and Local Civil Rule 1.5\(d\)\(1\)](#).

TO THE HONORABLE JUDGES OF THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF NEW YORK

I submit the following personal statement for admission to the Bar of the U.S. District Court for the Southern District of New York.

Part A: Personal Statement (Personal Information, Business Information, Good Standing, Education, Electronic Case Filing)

Personal Information

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

First Name: _____ Middle Name: _____ Last Name: _____ Suffix (if applicable): _____

Residence Address: _____

City: _____ State: (e.g. NY) _____ Zip: _____ County: _____

Business Information

Affiliation/Firm: _____ Firm Telephone: _____

Address: _____ Suite/Floor: _____

City: _____ State: (e.g. NY) _____ Zip: _____ County: _____

E-Mail: _____ Telephone: _____ Fax: _____

Title: _____ Date of employment: (mm/dd/yyyy) _____

Good Standing

Please list jurisdictions in which you are admitted to practice and include the date of admission, i.e. USDC EDNY(1/1/90); USDC NDNY(1/1/91).

Please check box, if you are requesting a waiver of the admission requirements to this bar because you are admitted to practice and a member of good standing in U.S. D.C. Eastern District New York. (Please attach supporting documents.) Request admission on motion of : U.S. D.C. Eastern District NY

Have you ever been convicted of a felony? Yes No

Have you ever been censured, disbarred or suspended from practice before any court? Yes No

Have you ever been denied admission or readmission to the bar of any court? Yes No

Are there any disciplinary proceedings presently pending against you? Yes No

If you answer yes to any of the above questions, please attach a separate statement explaining the nature of such actions or proceedings.

Education

Name of School City and State where located	Dates of Attendance From To (Month/Year)	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:

Electronic Case Filing Registration

By submitting this form electronically or in paper form, I hereby agree to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. I also consent to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. I understand that the combination of user ID and password will serve as the signature of the attorney filing the documents pursuant to Rule 11 of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. Therefore as a participating attorney, I agree to protect the security of my password and to notify the court immediately, if I suspect my password has been compromised. Also, as a participating attorney, I will promptly notify the court if there is a change in my personal data, such as name, e-mail address, firm address, telephone number, etc., and I will update the appropriate data within the ECF system.

Please provide an alpha, numeric or alphanumeric code (unique personal identifier) that will be maintained confidentially for confirming your identity should you require your ECF password changed or reassigned. _____

Enter your **bar code** in the certification section, then print and submit the form on-line. To complete the petition, follow the instructions outlined on either courthouse's instruction page. Petitioners may choose to be sworn-in either in White Plains or New York.

Certification

By submitting this form electronically or in paper form, I certify that my personal statement is complete and true to my own knowledge. I also certify that I have read [Local Civil Rule 1.3](#) and I possess the qualifications required for admission to the Bar of the United States District Court for the Southern District of New York. To read the rule on-line, click the hyperlink, [Local Civil Rule 1.3](#), or type the following address in your web browser: <http://www1.nysd.uscourts.gov/rules/rules.pdf>

Bar Code (SDNY): _____

Petitioner's Signature

Part B: Notary Verification

_____, being duly sworn, deposes and says that he/she is the petitioner in the above-captioned matter, that he/she has read the foregoing petition and knows the contents thereof, and that the same is true to his/her own knowledge.

Sworn to before me this _____ day of _____, 20__.

Notary Public

Part C: Sponsor's Affidavit

I, _____, being a member of the Bar of the U. S. District Court for the Southern District of New York, state that the petitioner is personally known to me and possesses the qualifications, as well as the professional character, required for admission to the Bar of the Southern District of New York. I have reviewed the petitioner's personal statement and believe it to be correct. I have known the petitioner since _____.

(Month) (Year)

Sworn to before me this _____ day of _____, 20__.

Sponsor's Signature

Firm: _____

Notary Public

Address: _____

U.S. District Court – Southern District of New York

Application Granted
So Ordered.

Dated: _____

United States District Judge

Oath of Admission (Applicant shall sign after the oath has been administered, then the seal of the court will be affixed.)

I, _____, do solemnly swear (or affirm) as an attorney and counselor of this Court, that I will conduct myself uprightly and according to the law, and that I will support and defend the Constitution of the United States.

Signature Bar Code Date

Clerk's Signature Date

United States District Court for the Southern District of New York

**United States District Court
Southern District of New York
Daniel Patrick Moynihan U.S. Courthouse
Attorney Admissions
500 Pearl Street
New York, NY 10007-1312**

**United States District Court
Southern District of New York
Attorney Admissions
300 Quarropas Street
White Plains, NY 10601-4150**