

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 are being 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.
- (3) Fill out the fields of the pre-application form -- noting required fields -- but do not print this particular form. Click "Click HERE to Prepare Printable Form," and THEN see the form you print out, complete, and notarize.
- (4) After printing a copy of the form, click "Click to Submit into Database" to submit the electronic version of the form. TIP: Print in "**PORTRAIT**" orientation (not "LANDSCAPE"). Also, set printer scaling to "**Shrink to Fit**." Even if you forget to print the form, you will still get a final chance to print the form at the last screen.
- (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 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 at 11 a.m. in New York.
- (10) In New York your sponsor must accompany you to your swearing-in ceremony.
- (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 are being 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.
- (3) Fill out the fields of the pre-application form -- noting required fields -- but do not print this particular form. Click "Click HERE to Prepare Printable Form," and THEN see the form you print out, complete, and notarize.
- (4) After printing a copy of the form, click "Click to Submit into Database" to submit the electronic version of the form. TIP: Print in "**PORTRAIT**" orientation (not "LANDSCAPE"). Also, set printer scaling to "**Shrink to Fit**." Even if you forget to print the form, you will still get a final chance to print the form at the last screen.
- (5) Sign the printed form.
- (6) Have your sponsor complete the Sponsor's Affidavit (Part C). He/she 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.