



MARK W. BENNETT
CLERK OF THE COURT

NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, FOURTH DEPARTMENT
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ALAN L. ROSS
DEPUTY CLERK OF THE COURT

December 18, 2020

Dear Candidate:

Congratulations on your successful completion of the bar examination. We are enclosing information to assist you in applying for admission. Fillable forms are available on our website: www.nycourts.gov/ad4. ***Please note that the forms that you submit to the Court should not be printed double sided.*** If you prefer to have an admissions packet mailed to you, please call the Admissions Office at (585) 530-3131.

This Court will admit to practice successful bar candidates on a date to be determined in the Spring of 2021. In order to be eligible for admission, your completed application and all required affidavits and certificates must be *postmarked on or before January 15, 2021*. ***Please be advised that if you miss the deadline date, the next bar admission ceremony is likely to be held in June 2021.***

In addition, please note that candidates will not be eligible for admission at the Spring bar admission ceremony if they take the New York Law Exam in March and will not be eligible for admission at the June bar admission ceremony if they take the New York Law Exam in June.

Because there is generally a delay of several weeks in obtaining responses from legal employers, law schools and moral character affiants, you are advised to send these forms out immediately.

Please note that law schools may forward completed certificates and skills competency forms directly to this office; all other required papers must be submitted as part of your complete application. **DO NOT SEND INDIVIDUAL DOCUMENTS TO THIS OFFICE.**

You should carefully examine all documents for accuracy and completeness and, with respect to affidavits, check to ensure that the venue, signature, stamp or seal and expiration date of the notary's commission are affixed. Your application must be signed and your signature must be notarized. Please consider that your application will be reviewed by a Justice of the Appellate Division and will be permanently filed with this Court. Consequently, the application should be assembled properly, and in the event that any portions are handwritten, the writing should be neat and legible. ***You are strongly***

encouraged to keep a copy of your complete application for your records.

Upon receipt of your complete application, this Court will forward it for review by the appropriate Committee on Character and Fitness. Please do not contact this office for information regarding a personal interview. If the Committee wishes to schedule an interview, you will be notified.

Finally, please be reminded that failure to comply with the filing deadline will delay your admission. Only timely and complete applications will be forwarded to the Character and Fitness Committees.

ADMISSIONS OFFICE