



# Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York

## New York State Supreme Court Appellate Division

### Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement

**Instructions:** All applicants for admission to practice law in New York State must submit proof that they have satisfied the Skills Competency and Professional Values requirement set forth in section 520.18 of the Rules of the Court of Appeals (22 NYCRR 520.18). The applicant must complete this page and the section of this form that corresponds to the pathway under which the applicant seeks to satisfy section 520.18. For example, if seeking to satisfy section 520.18 under Pathway 1, only pages 1 and 2 of this form must be submitted. If seeking to satisfy section 520.18 under Pathway 4, only pages 1, 5, 6, and 7 must be submitted. The relevant pages of this form are to be filed as a necessary part of the application for admission. If any portion of this form is not in English, that portion must be accompanied by an English translation that either is duly authenticated or includes a statement by the translator setting forth the translator's qualifications and certifying that the translation is accurate. For more information on the Skills Competency and Professional Values admission requirement, including implementation dates, see section 520.18 and the Frequently Asked Questions applicable thereto, available at <http://www.nycourts.gov/ctapps/news/skills.pdf>. Do not staple, or otherwise attach, this form to any other admission form.

### Please Print or Type This Form

|                                         |        |                                                              |
|-----------------------------------------|--------|--------------------------------------------------------------|
| Name of Applicant                       |        | BOLE ID # (NYS Board of Law Examiners Identification Number) |
|                                         |        | <b>B</b>                                                     |
| Current Street Address (Office or Home) |        | City/Town/Village                                            |
| State                                   | ZIP    | Country (if not USA)                                         |
| Telephone                               | E-mail |                                                              |

**New York State Supreme Court Appellate Division** (check one)    1st Dept.    2nd Dept.    3rd Dept.    4th Dept.

I have satisfied the Skills Competency and Professional Values requirement by completing: (check one)

**Pathway 1: Law school certification of competence in skills and professional values**

**Pathway 2: Law school certification of credit acquisition**

**Pathway 3: Pro Bono Scholars Program**

**Pathway 4: Apprenticeship**

**Pathway 5: Practice in another jurisdiction**

**To Be Completed if Applicant Satisfies Pathway 1: Law School Certification of Competence in Skills and Professional Values**

The designated official from your law school must complete the following certification. The designated official may then return this form directly to the Appellate Division designated by the applicant on page 1 or return the form to the applicant who can file it with and at the same time as the application for admission questionnaire. Do not staple, or otherwise attach, this form to any other admission form.

I (name of law school official), \_\_\_\_\_, am the  
(title) \_\_\_\_\_ at (name of law school) \_\_\_\_\_,  
an American Bar Association-  
approved law school. I confirm: (a) that this law school has developed a plan identifying and  
incorporating into its curriculum the skills and professional values that, in the school's judgment,  
are required for its graduates' basic competence and ethical participation in the legal profession, as  
required by ABA Standards and Rules of Procedure for the Approval of Law Schools Standard 302(b),  
(c) and (d), and has made this plan publicly available on the law school's website; and (b) that (name of  
applicant) \_\_\_\_\_ has acquired sufficient competency in  
those skills and sufficient familiarity with those values.

Official Seal of Law School

Signature of Official \_\_\_\_\_

Title of Official \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

# Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York

## Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement (Continued)

### To Be Completed if Applicant Satisfies Pathway 2: Acquisition of 15 Credits in Practice-Based Experiential Coursework

The designated official from your law school must complete the following certification. The designated official may then return this form directly to the Appellate Division designated by the applicant on page 1 or return the form to the applicant who can file it with and at the same time as the application for admission questionnaire. Do not staple, or otherwise attach, this form to any other admission form.

I (name of law school official), \_\_\_\_\_, am the  
(title) \_\_\_\_\_ at (name of law school)  
\_\_\_\_\_, an American Bar Association-approved law  
school. I confirm that (name of applicant) \_\_\_\_\_, successfully  
completed at least 15 credit hours of practice-based experiential coursework, as defined by section  
520.18(a)(2)(i) of the Rules of the Court of Appeals.\*

\* Rule 520.18(a)(2)(iv) provides that a student may earn up to six of the fifteen required credits through law school certified non-credit bearing summer employment supervised by an attorney in good standing in any state or territory of the United States or the District of Columbia. The supervising attorney must certify to the law school the beginning and ending dates of the employment, that the student satisfactorily completed the employment, and that the work experience: provided the student with an initial orientation session; implemented a system for assignments that assured that the student was actually engaged in the performance of legal work, including a diversity of tasks, as part of the ongoing practical work of the law office during normal business hours and throughout the required period; provided the student with experience and guidance in the skills and values required for basic competence and ethical participation in the legal profession; gave the student timely oral and written feedback; and engaged the student in reflection on the student's experiences and learning during the employment. At least 50 hours of full-time employment is required for each substituted credit under this subdivision. Only include summer work experiences that meet these requirements.

Official Seal of Law School

Signature of Official \_\_\_\_\_

Title of Official \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

**Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York**  
**Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement (Continued)**

**To Be Completed if Applicant Satisfies Pathway 3: Pro Bono Scholars Program**

I (name of applicant), \_\_\_\_\_, successfully completed the Pro Bono Scholars Program as prescribed in section 520.17 of the Rules of the Court of Appeals. Proof of same is provided in the Form Affidavit of Applicant's Completion of the Pro Bono Scholars Program, submitted herewith.

Signature of Applicant \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

If this affidavit is sworn to outside the United States, its commonwealths, territories or possessions, and the attesting officer is not a notary public, attach a certificate of the attesting officer's authority to attest to or witness the signature of the affiant in the jurisdiction.

STATE (COUNTRY) OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)ss.:

CITY OF \_\_\_\_\_)

I (name of applicant), \_\_\_\_\_, SWEAR (OR AFFIRM) that the information contained in this Form Affidavit as to Compliance with the Skills Competency and Professional Values Requirement is true and accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

Subscribed and sworn to or affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**  
(Sign & Affix seal or stamp)

If the affidavit is not in English, it must be accompanied by an English translation that either is duly authenticated or includes a statement by the translator setting forth the translator's qualifications and certifying that the translation is accurate.

**To Be Completed if Applicant Satisfies Pathway 4: Apprenticeship**

Applicants who complete an apprenticeship pursuant to section 520.18(a)(4) of the Rules of the Court of Appeals must complete section A below. The applicant's supervising attorney then must complete section B below. Applicants who submit a certification under this section do not also have to submit a Form Affidavit as to Applicant's Law-Related Employment for the apprenticeship. The supervising attorney completing section B of Pathway 4 should return the form to the applicant, who should file it with and at the same time as the application for admission questionnaire. Do not staple, or otherwise attach, this form to any other admission form.

**A. Applicant Certification**

I (name of applicant), \_\_\_\_\_, certify that I completed a six-month full-time apprenticeship meeting the requirements of section 520.18 of the Rules of the Court of Appeals. The details of the apprenticeship are as follows:

**Dates of Apprenticeship\*** From (mm/dd/yyyy): \_\_\_\_\_ To (mm/dd/yyyy) \_\_\_\_\_

**Name of Firm/Law Office Where Apprenticeship Was Completed**

**Employer's Address**

| City/Town/Village | State | ZIP   | Country (if not in US) |
|-------------------|-------|-------|------------------------|
| _____             | _____ | _____ | _____                  |

\*The apprenticeship must commence after the conclusion of the applicant's law studies, except that an applicant who is required to complete an LL.M. program at an approved law school pursuant to section 520.6(b) of the Rules of the Court of Appeals may complete the apprenticeship before commencing the LL.M. program.

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**Pathway 4 (Continued)**

**B. Supervising Attorney Certification**

I (name of attorney), \_\_\_\_\_, certify that I supervised a six-month, full-time apprenticeship by (name of applicant) \_\_\_\_\_ at the address listed above and for the dates listed above in Section A. I further certify that: (a) the applicant was provided with an initial orientation session; (b) I implemented a system for assignment to assure that the applicant was actually engaged in the performance of legal work, including a diversity of tasks, as part of the ongoing practical work of the law office during normal business hours and throughout the required period; (c) I provided the applicant with experience and guidance in the skills and values required for basic competence and ethical participation in the legal profession; (d) I provided timely oral and written feedback to the applicant; and (e) I engaged the applicant in reflection on the applicant's experiences and learning during the apprenticeship.

I confirm that I have been admitted to practice and in good standing for at least two years in the jurisdiction where the apprenticeship was conducted, or, if the apprenticeship was conducted in a country, territory or commonwealth that permits the practice of law without formal admission to the bar, that I am authorized to engage in the relevant practice under that jurisdiction's rules, am in full compliance with the jurisdiction's rules, and have at least two years of experience in the relevant practice.

Applicant's apprenticeship was satisfactorily completed:

**Yes      No**

If **'No'**, applicant's performance was not satisfactory in the following respects:

I hereby provide any other facts within my knowledge, or of which I have information, which in my opinion have any bearing on applicant's qualifications and moral character or fitness to practice law, or which would be helpful to the Appellate Division or its Committees on Character and Fitness in determining applicant's character and fitness.

**Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York**  
**Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement (Continued)**

**Pathway 4 (Continued)**

|                                                                  |                            |                          |
|------------------------------------------------------------------|----------------------------|--------------------------|
| <b>Attorney Signature</b>                                        | <b>Print Attorney Name</b> | <b>Date (mm/dd/yyyy)</b> |
| <hr/>                                                            |                            |                          |
| <b>Attorney Title</b>                                            |                            |                          |
| <hr/>                                                            |                            |                          |
| <b>Attorney Employer</b>                                         |                            |                          |
| <hr/>                                                            |                            |                          |
| <b>Jurisdiction Where Admitted or Authorized to Practice Law</b> |                            |                          |
| <hr/>                                                            |                            |                          |
| <b>E-mail</b>                                                    | <b>Telephone</b>           |                          |
| <hr/>                                                            | <hr/>                      |                          |

If the supervising attorney's certification is not in English, it must be accompanied by an English translation that either is duly authenticated or includes a statement by the translator setting forth the translator's qualifications and certifying that the translation is accurate.

**Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York**  
**Form Affidavit as to Applicant's Compliance with the Skills Competency and Professional Values Requirement (Continued)**

**To Be Completed if Applicant Satisfies Pathway 5: Practice In Another Jurisdiction**

I (name of applicant), \_\_\_\_\_, certify that I meet the requirements of section 520.18(a)(5) of the Rules of the Court of Appeals, in that: (a) I have been authorized to practice law in another United States jurisdiction or any other country, territory or commonwealth outside the continental United States; and (b) I have been in good standing and practiced law in that/those jurisdiction(s) full-time for at least one year or half-time for two years following my authorization to practice. Proof of such authorization to practice is provided by a certificate of good standing from the jurisdiction(s), submitted herewith (see Question 19, Admission Questionnaire). The details of such practice are provided in the relevant Form Affirmation as to Applicant's Law-Related Employment and/or Solo Practice, submitted herewith.

Signature of Applicant \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

If this affidavit is sworn to outside the United States, its commonwealths, territories or possessions, and the attesting officer is not a notary public, attach a certificate of the attesting officer's authority to attest to or witness the signature of the affiant in the jurisdiction.

STATE (COUNTRY) OF \_\_\_\_\_)  
COUNTY OF \_\_\_\_\_)ss.:  
CITY OF \_\_\_\_\_)

I (name of applicant), \_\_\_\_\_, **SWEAR (OR AFFIRM)** that the information contained in this Form Affidavit as to Compliance with the Skills Competency and Professional Values Requirement is true and accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Dated (mm/dd/yyyy) \_\_\_\_\_

Subscribed and sworn to or affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**  
(Sign & Affix seal or stamp)

If the affidavit is not in English, it must be accompanied by an English translation that either is duly authenticated or includes a statement by the translator setting forth the translator's qualifications and certifying that the translation is accurate.