

**OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK**

**RODNEY C. EARLY**  
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[www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**PROCEDURE TO PRACTICE IN THE UNITED STATES DISTRICT COURT FOR  
THE WESTERN DISTRICT OF NEW YORK**

**Instructions for Admission on Certificate of Good Standing:**

If you are a member in good standing of the bar of the United States District Court for the Southern, Eastern, or Northern Districts of New York, you may be admitted to practice in this Court without formal application upon filing with this Court a Certificate of Good Standing (dated no earlier than six months prior to the date of submission to this court) from the Clerk of such Court. A check for the \$200.00 admission fee must accompany your completed papers.

Along with your Certificate of Good Standing, the following forms also need to be provided:

- Attorney's Oath
- Civility Principles Oath
- Attorney Database Information Form

The above forms are available on our website [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov) or by contacting the Clerk's Office.

The date on which your papers are received and filed by our Court is the recorded date of your admission. You will then receive an admission certificate from the Clerk of this Court via U.S. mail.

If the above does not apply to you, please continue to the next page for complete instructions on being admitted by Petition.

## **Instructions for Admission by Petition:**

If the above does not apply to you, you will need to be admitted by formal application. To do so, the following forms will need to be provided:

- Petition Form
- Sponsoring Affidavit
- Attorney's Oath
- Civility Principles Oath
- Attorney Database Information Form
- Required Pro Bono Form

After the above forms are submitted, they will be on file with the Court for no less than thirty days. At the end of this period, the petitioning Attorney will receive a post card via U.S. mail stating the date and time in which they are to appear. It will be necessary for a member of the bar of this Court, not necessarily the sponsoring attorney, to be present with you to move your admission. Please note that the applications left on file with the Clerk for longer than one year will be destroyed without further notice to the applicant.

Motions for admission are heard in Rochester on the first and third Monday of every month at 9:00 a.m. In Rochester, Judge Larimer, Judge Siragusa, Judge Telesca, Judge Feldman and Judge Payson preside over admissions on a rotating monthly basis. Questions as to which Judge presides over admissions during a particular month may be directed to their respective courtroom deputies.

In Buffalo, Judge Curtin presides over admissions on the second Monday of every month at 9:00 a.m. ; Judge Skretny presides over admissions on the second Tuesday of every month at 9:00 a.m.; and Judge Arcara presides over admissions on the second Friday of every month at 8:45 a.m. **Please note: these designated dates and times are subject to change depending on each Judge's calendar.**

On the day of your admission, please stop at the Clerk's Office at least fifteen minutes before the opening of Court. The admission fee of \$200.00 will also be due at this time. The fee is payable by personal check, firm check, money order or cash. Checks should be made payable to "Clerk, U.S. District Court." If paying by cash in Rochester, please bring only the exact amount as the office cannot make change.