

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

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Buffalo, New York 14202
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CLERK OF COURT

PATRICK J. HEALY
CHIEF DEPUTY CLERK

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100 State Street, Room 2120
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Phone: 585-613-4000
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Instructions for *Pro Hac Vice* Admission:

An applicant for admission *pro hac vice* must fully complete, and file with the Court on the associated case:

- a Notice of Motion and Motion to appear *pro hac vice*
- payment of the attorney admission fee set forth in the [District Court Schedule of Fees](#) (credit card accepted during e-filing; check or money order accepted by mail); and
- all fully completed documents required by Local Rule of Civil Procedure 83.1:
 - [Admission Petition Form](#);
 - [Admission Sponsor Affidavit](#);
 - [Attorney's Oath](#);
 - [Civility Principles and Guidelines Oath](#) (signature page only); and
 - [Attorney Database and Electronic Case Filing Registration Form](#).

If an attorney wishes to appear on multiple cases via *pro hac vice* admission, the motion, payment, and forms must be filed on each individual case.

The Court, in its discretion, will issue an order granting or denying the petition.

All forms are available on our website <https://www.nywd.uscourts.gov/attorney-admissions> or by contacting the Clerk's Office.

Instructions for Permanent Admission to Practice in this Court:

****IMPORTANT UPDATE (January 2020): Pursuant to Local Rule 83.1, all attorneys seeking permanent admission to practice in this District must appear in person before a Judge of this Court .****

- 1) At least **14 days in advance** of admission date, submit forms as required by Local Rule 83.1. Also include, if appropriate, the [Pro Bono service form](#) (for attorneys or firms maintaining an office in this District). If you are appearing in **Rochester**, you do not need to indicate the name of the judge you wish to appear before. If you are appearing in **Buffalo**, please indicate in your cover letter the judge's name you wish to appear before. Applications left on file with the Clerk for more than one year will be destroyed without further notice to the applicant.

All forms are available on our website <https://www.nywd.uscourts.gov/attorney-admissions> or by contacting the Clerk's Office. Please mail forms to:

Clerk, U.S. District Court
2 Niagara Square
Buffalo, NY 14202

Clerk, U.S. District Court
100 State Street
Rochester, NY 14614

Attorneys Admitted to Another District Court in New York:

- (1) Certificate of Good Standing from the Clerk of Court of which he or she is a member (dated no earlier than six (6) months prior to submission to this Court);
- (2) [Attorney's Oath](#);
- (3) [Civility Principles and Guidelines Oath](#) (signature page only); and
- (4) [Attorney Database and Electronic Case Filing Registration Form](#).

Attorneys Admitted to Practice in New York State

- (1) [Admission Petition Form](#);
- (2) [Admission Sponsor Affidavit](#);
- (3) [Attorney's Oath](#);
- (4) [Civility Principles and Guidelines Oath](#) (signature page only); and
- (5) [Attorney Database and Electronic Case Filing Registration Form](#).

Attorneys Admitted to District Courts Outside New York State

- (1) Certificate of Good Standing from the Clerk of Court of which he or she is a member (dated no earlier than six (6) months prior to submission to this Court);
- (2) [Admission Petition Form](#);
- (3) [Attorney's Oath](#);
- (4) [Civility Principles and Guidelines Oath](#) (signature page only); and
- (5) [Attorney Database and Electronic Case Filing Registration Form](#).

All attorneys seeking permanent admission to practice in this Court must appear in person before a Judge of this Court to be admitted. Please review the court schedule below to determine when you are appearing. **Dates and times are subject to change.**

In **Rochester**, Motions for Admission are heard on the first and third Monday of every month at 9:00 a.m. If the court is closed on a regularly scheduled admission day, attorney admissions will be held the next business day. Chief Judge Geraci, Jr., Judge Wolford, Judge Siragusa, Judge Larimer, Judge Payson and Judge Pedersen preside over these 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**, attorney admissions are scheduled every month as follows:

First Monday	9:00 a.m.	Judge Vilaro
Second Wednesday	9:00 a.m.	Judge Skretny
Second Friday	8:45 a.m.	Judge Arcara
Fourth Friday	9:00 a.m.	Judge Sinatra

On the day of admission in all locations, the attorney seeking admission shall:

- arrive at the Clerk's Office at least **fifteen minutes** before the scheduled time for admission **and pay the attorney admission fee** set forth in the District Court Schedule of Fees. The fee is payable by personal check, firm check or money order and made payable to "Clerk, U.S. District Court." **Cash is not accepted in either office.**
- appear in person before the admitting judge, either
 - having previously submitted to the Clerk a certificate of good standing current within 6 months, or
 - be accompanied by a Member of the bar of this Court, who need not be the sponsoring attorney, to move the petitioning attorney's admission.

2) Counsel shall receive an admission certificate from the Clerk by U.S. Mail.