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

Robert H. Jackson
United States Courthouse
2 Niagara Square
Buffalo, New York 14202
Phone: 716-551-1700
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MARY C. LOEWENGUTH
CLERK OF COURT

PATRICK J. HEALY
CHIEF DEPUTY CLERK

Kenneth B. Keating
Federal Building
100 State Street, Room 2120
Rochester, New York 14614
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.
- All attorneys seeking *pro hac vice* admission must also be a member of good standing of the bar of the jurisdiction where the attorney resides or regularly practices law.

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 .****

- At least **14 days in advance** of desired 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).

- **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.** During the pandemic, some judges may hold admission ceremonies via video conferencing.

Rochester Admissions:

- If you are appearing in **Rochester**, you do not need to indicate the name of the judge you wish to appear before.
- In **Rochester**, Motions for Admission are heard on the first and third Monday of every month at 9:00 a.m., or at the judge's discretion. If the court is closed on a regularly scheduled admission day, attorney admissions will be held the next business day. Chief Judge Wolford, Judge Geraci, Jr., 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.

Buffalo Admissions:

- If you are appearing in **Buffalo**, and wish to appear before a particular judge, please indicate this preference in your cover letter and on the petition form. If no judge is requested, you will be scheduled on the next available admissions date.
- In **Buffalo**, attorney admissions are scheduled every month as follows, but are subject to change:

First Monday	9:00 a.m.	Judge Vilardo
Second Wednesday	9:00 a.m.	Judge Skretny
Fourth Friday	9:00 a.m.	Judge Sinatra

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

Updated January 2022

Documentation required based on other admission:

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.

Day of Admission:

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 and credit cards are 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.

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

- Counsel shall register to e-file via PACER.

Check list for attorney admissions:

- ✓ Cover letter indicating judge preference, if any.
- ✓ Complete necessary documentation as required by admissions type.
- ✓ Mail original documents by USPS or other delivery service, or hand-deliver to the Clerk's Office.
- ✓ Do not include the admissions fee with your application.
- ✓ Once your application is processed, you will be contacted by the Clerk's Office to schedule the date/time of admission.
- ✓ After your admission is complete, you may register to e-file via PACER.