

PART 118
RULES OF THE CHIEF ADMINISTRATOR
REGISTRATION OF ATTORNEYS

Section 118.1 Filing requirement. (a) Every attorney admitted to practice in New York State on or before January 1, 1982, whether resident or nonresident, and whether or not in good standing, shall file a registration statement with the Chief Administrator of the Courts no later than March 1, 1982, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.

(b) Every attorney admitted to practice in New York State after January 1, 1982, and on or before January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement within 60 days of the date of such admission, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.

(c) Every attorney admitted to practice in New York State after January 1, 1986, whether resident or nonresident, and whether or not in good standing, shall file a registration statement prior to taking the constitutional oath of office, and during each alternate year thereafter, within 30 days after the attorney's birthday, for as long as the attorney remains duly admitted to the New York bar.

(d) The registration statement shall be filed in person at the Office of Court Administration, 80 Centre Street, in the City of New York, or by ordinary mail addressed to: Office of Court Administration, P.O. Box 2806, Church Street Station, New York, N.Y. 10008.

(e) The registration statement shall be on a form provided by the Chief Administrator and shall include the following information, attested to by affirmation:

(1) name of attorney; (2) date of birth; (3) name when admitted to the bar; (4) year admitted to the bar; (5) judicial department of admission to the bar; (6) office addresses (including department); (7) home address; and (8) business telephone number.

(f) In the event of a change in any of the information required to be provided pursuant to subdivision (e) of this section, the attorney shall file an amended statement within 30 days of such change.

(g) Each registration statement filed pursuant to this section shall be accompanied by a registration fee of \$100. No fee shall be required from an attorney who certifies that he or she has retired from the practice of law. For purposes of this section, the practice of law shall mean the giving of legal advice or counsel to, or providing legal representation for, a particular body or individual in a particular situation in either the public or private sector in the state of New York or elsewhere; it shall include the appearance as an attorney before any court or administrative agency.

(h) Failure by any attorney to comply with the provisions of this section shall result in referral for disciplinary action by the Appellate Division of the Supreme Court pursuant to section 90 of the Judiciary Law.

118.2 Public access to attorney registration information. (a) Except as otherwise provided in this section, the information contained in the registration statement filed pursuant to section 118.1 of this Part shall be made available to the public upon submission of a written request and the payment of a charge for production, pursuant to the following schedule:

(1) Information for individual registered attorney by name:

(i) no charge for single inquiry; (ii) \$2.50 for each additional name.

(2) Names and business addresses of registered attorneys by geographical area:

(i) \$25.00 for 100 or fewer names; (ii) \$1.00 for each additional 100 names; (iii) \$600.00 for list of all registered attorneys.

Other requests may entail additional fees as circumstances warrant. Fees may be waived for requests by government agencies. Written requests for information shall be made to the Attorney Registration Unit, Office of Court Administration, 80 Centre Street, Room 500D, New York, N.Y. 10013.

(b) The home address of an attorney shall be made available to the public only in the following circumstances:

(1) where no office is listed, the home address will be made public. (2) where an office address is listed but a request for information alleges that the attorney cannot be located at that address, the home address will be made public only if the Chief Administrator determines, by independent inquiry, that the attorney cannot be located at the listed office address.

(c) All information relating to a particular attorney will be provided to that attorney or, on the attorney's written request, to any person or agency.

(d) All information will be available at all times to the attorney discipline committees of the Appellate Divisions.