



STATE OF NEW YORK
UNIFIED COURT SYSTEM
EXECUTIVE OFFICE
Office of Court Administration
25 Beaver Street
NEW YORK, NEW YORK 10004
(212) 428-2660

HON. JOSEPH A. ZAYAS
Chief Administrative Judge

HON. NORMAN ST. GEORGE
First Deputy Chief Administrative Judge

October 31, 2023

Bar Association Presidents
By email distribution

Re: Mandatory Online Attorney Registration

Dear Colleagues,

We ask for your assistance in alerting your membership to an important change to the New York State Attorney Registration process. On December 1, 2023, all New York attorneys will be required to register and renew their registration using our online system.

With over 80% of New York attorneys already filing their registration online and an even larger percentage having established their Online Services account, the Administrative Board of the Courts amended Part 118.1 and 118.3 of the Rules of the Chief Administrative Judge to require all attorneys licensed in New York to register online. Paper registration forms will no longer be issued from December 1, 2023 and onwards. Mandatory online registration reduces paper waste and improves the accuracy of data collection. This change will continue to make the obligation to register more effective and efficient for members of the New York bar who live and practice within the State and for those located in other states and territories nationwide and in numerous countries around the world.

Attorneys obligated to pay the \$375.00 biennial registration fee may securely do so online using a credit or debit card (with a 2.99% service fee) or with an eCheck (with a \$1.00 service fee). The \$375.00 registration fee is allocated as follows: \$60.00 is deposited in the Lawyers' Fund for Client Protection, \$50.00 in the Indigent Legal Services Fund, \$25.00 in the Legal Services Assistance Fund, and the remainder in the Attorney Licensing Fund. No fee is required from attorneys who certify that they are retired from the practice of law as defined in Part 118.1(g) or those covered by Part 118.3.

In conjunction with the new online filing mandate, attorneys will be required to establish an Online Services Account to log in to the electronic registration system. The system allows access to maintain current contact information, pay the biennial fee (if required), report CLE compliance, and affirm other certifications required by court rules. The Online Service account credential also permits attorneys to securely log in to other UCS systems such as NYSCEF, eTrack, and other portals used for eFiling and case management.

While a paper notice will continue to be mailed to attorneys who have not opted to receive email notifications as a reminder of their registration due date, the new notice will no longer include a paper registration form to complete and return by mail. However, any paper forms already in circulation will continue to be accepted for filing for some additional period of time.

Thank you for your assistance and cooperation.

Very truly yours,

A handwritten signature in black ink, appearing to be 'J. Zayas', written over the printed name.

Hon. Joseph A. Zayas
Chief Administrative Judge

A handwritten signature in black ink, appearing to be 'N. St. George', written over the printed name.

Hon. Norman St. George
First Deputy Chief Administrative Judge