



State of New York  
Supreme Court, Appellate Division  
Third Judicial Department  
Admissions Office  
P.O. Box 7350, Capitol Station  
Albany, NY 12224-0350

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<http://www.nycourts.gov/ad3/admissions>

**MEMORANDUM**

TO: Attorneys Admitted by the Appellate Division, Third Department

FROM: Admissions Office

RE: **Attorney Name Change Request Instructions**

An attorney admitted by the Appellate Division, Third Department, who wishes to change his or her name as listed on the Roll of Attorneys may do so by writing a letter to the Admissions Office setting forth the following in this order:

1. Current name on Roll of Attorneys;
2. The name change request;
3. Current mailing address;
4. Current email address;
5. Attorney registration number;
6. The reason for the name change; and
7. Documentation supporting the name change request, for example a marriage certificate, divorce decree, or name change order from a court; the original document is not required: a copy may be submitted. If an attorney is unable to provide documentation, the attorney should enclose his or her affidavit or affirmation explaining the circumstances of the name change request.

The name change letter should be typewritten; handwritten requests will not be accepted. If at all possible, the letter should be on the attorney's letterhead.

The attorney requesting a name change must enclose a self-addressed stamped envelope.

The address of the Admissions Office is Appellate Division, Third Department, P.O. Box 7350, Capitol Station, Albany, New York 12224.