

ATTORNEY REGISTRATION REQUIREMENTS

Attorneys admitted to the New York State bar must, every two years, register with the Office of Court Administration (OCA) Attorney Registration Unit by filing a form registration statement and paying a biennial registration fee (see Judiciary Law § 468-a; 22 NYCRR part 118). After admission, the Unit automatically notifies each attorney concerning re-registration every two years in the month of the attorney's birthday.

After admission, all attorneys are required to keep the Attorney Registration Unit informed of any changes in the information on file, **ESPECIALLY CHANGES OF ADDRESS**. Changes can be filed online, by mail to OCA-Attorney Registration, P.O. Box 2806, Church Street Station, New York, NY 10008, or by fax to 212-428-2804, or by email to attyreg@nycourts.gov.

Noncompliance with the attorney registration requirements can result in disciplinary action by the Appellate Division.

Inquiries regarding an attorney's registration status should be directed to the Attorney Registration Unit (212-428-2800). OCA maintains an [attorney registration database](#) that is accessible to the public.

For more complete information, see the website of the New York State Unified Court System: The Legal Profession – Attorney Registration (see www.nycourts.gov).