## Attorney Grievance Committee Supreme Court, Appellate Division First Judicial Department 180 Maiden Lane New York, New York 10038 (212) 401-0800

AD1-AGC@nycourts.gov

## Notarized Disciplinary History Request/Background Check Form No Fee Required

For administrative purposes, the New York court system is divided geographically into four judicial departments and 13 judicial districts. The <u>First Judicial Department</u> includes districts 1 (Manhattan) and 12 (Bronx); the Second Judicial Department, districts 2, 9, 10, 11 and 13; the Third Judicial Department, districts 3, 4 and 6; and the Fourth Judicial Department, districts 5, 7 and 8.

## **INSTRUCTIONS**

- 1. This disciplinary history request form is for attorneys who are admitted, or whose offices are, or were at one point, located in the <u>First Judicial Department</u> ONLY. If you were admitted in another Judicial Department, and since admission you have never registered in the First Judicial Department, you cannot use this form. Contact your department of admission grievance committee to obtain a letter.
- 2. Please email your <u>notarized</u> request in <u>PDF form</u> (no pictures) as an attachment to: <u>AD1-AGC@nycourts.gov</u>
  Subject: Background Check Clerk [Type your name in Subject Line]
- 3. We will reply by email only. Hard copy will not be provided.
- 4. All fields must be completed. If you omit any information, it may delay a reply.
- 5. The information in this form <u>must match</u> your attorney registration information. If there are changes, please update your attorney registration first before submitting this form.
- 6. Requests without notarization will be rejected. We are presently accepting remote notarizations and your request must clearly state if the notarization was done in person or via video conference. Please note that as of 2/1/2023, there are new rules for New York notaries who notarize remotely.
- 7. You will be responsible for forwarding our email response with attachments to third parties.

## **AUTHORIZATION AND RELEASE**

I hereby authorize the Attorney Grievance Committee, Supreme Court, Appellate Division, First Judicial Department, to release and provide <u>information</u> about my full disciplinary history, including, but not limited to 1) private and/or public discipline, 2) pending investigations, 3) complaints closed after an investigation, and 4) matters referred to another grievance committee or agency, if any, directly to <u>me</u> *via* email. I intend to forward the information to third parties.

Please check/circle one:	Mr. □	Mrs. $\square$	Ms. □	
Applicant Name:				
Office of Court Administration	on Registration 1	Number:		
Date of Birth:				
Year of Admission to the Ne	w York State Ba	r:		
Department of Admission: your present business address First Department:	s is not in Manha	If you were not actual or the Bronx	dmitted in the First Department, as when did you last register in the	nd —
Business address:				
Home address:				
Email address:				
Telephone number:				
Disciplinary History:				
Reason for Request:				_
Your Signature:				_
NOTARIZATION:	In person	Via Vide	o Conference	
State of)				
County of)				
On the day of	, persoi	in the year nally known to 1	before me, personally apme, or proved to me on the ba	peared asis of
satisfactory evidence, to be	the individual she executed the	whose name is su same in his/her c	abscribed to the within instrume apacity, and that by his/her signat	ent and
Name of Notary:				
Signature of Notary:				
Notary Stamp/Seal:				