

SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION: FIRST DEPARTMENT  
27 MADISON AVENUE  
NEW YORK, NEW YORK 10010

INSTRUCTIONS & A SAMPLE FORM FOR A MOTION FOR REINSTATEMENT  
TO THE PRACTICE OF LAW FOR ATTORNEYS DELINQUENT IN THEIR  
REGISTRATION IN VIOLATION OF JUDICIARY LAW SECTION 468-a

1. Papers to be filed with the Clerk's Office (1 original):
  - Notice of Motion (Click [here](#) for sample)
  - Affidavit (include relevant information such as the date of this Court's order of suspension, the reason for your default in registration, a showing of full compliance with the suspension order and Judiciary Law § 468-a, and the residence or other address where communications may be directed to you)
  - Copy of temporary receipt from the Office of Court Administration showing payment of all outstanding registration fees
  - Affidavit of Service showing service on the Attorney Grievance Committees, located at 61 Broadway, New York, NY 10006
  - Check for \$45.00 made payable to "Appellate Division, First Department"
  - Self-addressed stamped envelope
  
2. The motion is returnable only on Mondays.
  
3. Service: For personal service, the motion must be served at least eight (8) days prior to the return date of the motion; for service by mail, five (5) days are added for a total of 13 days. The day of service is not counted. For example: If you personally serve your papers on the Attorney Grievance Committee ("AGC") on May 1<sup>st</sup>, the earliest date you can make your motion returnable is May 9<sup>th</sup> if the motion was served by personal delivery, or May 14<sup>th</sup> if the motion was served by mail (You may contact the AGC if you need short service).

SUPREME COURT OF THE STATE OF NEW YORK  
APPELLATE DIVISION: FIRST DEPARTMENT

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In the Matter of Attorneys Who Are in  
Violation of Judiciary Law Section 468-a

NOTICE OF MOTION  
FOR REINSTATEMENT

RE: (Name)  
RS#: (Attorney Registration #)

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PLEASE TAKE NOTICE, that upon the annexed affidavit of \_\_\_\_\_, Esq.,  
sworn to on the day of \_\_\_\_\_, 20\_\_\_\_, the undersigned will move this Court at a  
term thereof to be held at the Appellate Division Courthouse located at 27 Madison Avenue,  
New York, New York 10010, on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 10:00 a.m., for an  
Order of Reinstatement from the suspension of movant from the practice of law for violation of  
Judiciary Law Section 468-a, and for such other and further relieve as may be just and proper.

Dated:

\_\_\_\_\_  
\_\_\_\_\_  
(City & state)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name, address & phone # of attorney)

To: Attorney Grievance Committee  
Supreme Court, Appellate Division  
First Judicial Department  
61 Broadway  
New York, NY 10006  
(212) 401-0800