



How do I renew my attorney license every two years (biennially) with OCA?

A biennial registration must be filed within 30 days after the attorney's birthday, in alternating years. Each biennial period runs for the 24-month period from birthday to birthday.

Section 468-a of the Judiciary Law and 22 NYCRR Part 118 of the Rules of the Chief Administrator of the Courts require the biennial registration of all attorneys admitted in the State of New York, whether they are resident or non-resident, active or retired, or practicing law in New York or anywhere else. All attorneys are required to renew their attorney registration every two years, within 30 days after their date of birth. The fee for this registration is \$375.00 (of which \$60.00 is deposited in the Lawyers' Fund for Client Protection, \$50.00 to the Indigent Legal Services Fund, \$25.00 to the Legal Services Assistance Fund, and the remainder in the Attorney Licensing Fund).

Note, all New York attorneys are required to file the biennial registration form, with payment of the \$375.00 fee, visit, nycourts.gov/attorneys/registration.

What happens if my attorney license lapses?

Attorneys who default on this obligation are subject to the imposition of discipline by the Appellate Division. If suspended, attorneys: a) must refrain and desist from the practice of law in any form in New York State; b) are forbidden to appear as an attorney before any New York State court, and c) are forbidden to give to another an opinion as to the law of New York State or its application, effective immediately and until further order of the court.

Before applying for reinstatement, the attorney must become current with their attorney registration obligations. Visit the Office of Court Administration (OCA) Attorney Registration Unit website, update contact information, file all past-due registrations, and pay all outstanding registration fees (if applicable).

Note, attorneys must prepare a motion for reinstatement; for specifics on what to prepare, visit, nycourts.gov/courts.



Attorney Admission Requirements in the First Two Years of Practice



NEW YORK STATE
BAR ASSOCIATION

One Elk Street, Albany, New York 12207
800.582.2452 or 518.463.3724

[NYSBA.ORG](https://nysba.org)



NEW YORK STATE
BAR ASSOCIATION

As a newly admitted attorney, you need to become acquainted with the Office of Court Administration (OCA) as well as the New York State Bar Association (NYSBA). It is important to understand the roles of each organization as you move forward in your legal career.

Office of Court Administration (OCA)

E: question@nycourts.gov | **W:** NYcourts.gov

NYS Unified Court System – Albany Office

Office of Court Administration
187 Wolf Road, Suite 103, Albany, N.Y. 12205
P: 518-453-8650

NYS Unified Court System – NYC Office

Office of Court Administration
25 Beaver Street, New York, N.Y. 10004
P: 212-428-2700

The Office of Court Administration is the administrative arm of the court system, under the direction of the Chief Administrative Judge. They are the licensing entity for all attorneys engaged in the active practice of law in New York State. Attorney licensing fees are mandatory and paid biennially.

New York State Bar Association (NYSBA)

E: mrc@nysba.org | **W:** nysba.org

New York State Bar Association
One Elk Street, Albany, N.Y. 12207
P: 800-582-2452

The New York State Bar Association is the largest voluntary state bar association in the United States with members located in all 50 states and in over 100 countries worldwide. NYSBA provides members with top-notch legal resources and professional development courses taught by experts in the field. NYSBA dues are voluntary and should be paid annually to maintain uninterrupted access to valuable member benefits. Newly admitted attorneys receive free membership to the New York State Bar Association upon admission to the practice of law in New York State.

What is the Continuing Legal Education (CLE) requirement?

Newly admitted attorneys must complete at least 16 transitional CLE credit hours in each of the first two years of admission to the Bar.

The first set of 16 transitional CLE credit hours must be completed by the first anniversary of admission to the Bar, in the designated categories of credit. The second set of 16 transitional CLE credit hours must be completed between the first and second anniversaries.

To receive skills credit, newly admitted attorneys must take accredited transitional CLE courses in traditional live classroom settings, or through attendance at fully interactive video conference locations that have been approved by the CLE Board for use by newly admitted attorneys. For more information about the CLE Rules, please go to nycourts.gov/Attorneys/CLE.

How can I meet my CLE credit requirement?

The New York State Bar Association is pleased to offer newly admitted attorneys a two-day Bridging the Gap CLE program. Transitional courses are designed to help newly admitted attorneys develop a foundation in the practical skills, techniques and procedures that are essential to the practice of law.

The NYSBA Bridging the Gap continuing legal education program offers 16.0 total credits. Newly admitted attorneys can satisfy all their annual MCLE requirements by attending this two-day program, which is ideal for “bridging the gap” between law school and the realities of practicing law in New York State. For more information, visit nysba.org/bridging-the-gap.

