

PROCEDURES

SUPREME COURT OF THE UNITED STATES Group Admission Ceremony Monday, May 14, 2018

The requirements for Admission to the Bar of the Supreme Court of the U.S. and the procedures for participating in the group admission ceremony sponsored by *Fordham University School of Law*, are as follows:

Supreme Court Requirements (please read carefully)

1. Enclosed please find a two-page application.
 - Please fully complete the first page.
 - **Sign and date** the **CERTIFICATION** on the top of the second page.
 - The **STATEMENT OF SPONSORS** will be signed by Professor Constantine N. Katsoris and Dean Matthew Diller.
 - **COMPLETE MOTION FOR ADMISSION OR OATH OF ADMISSION.**
 - If you have questions about the form or the requirements for admission, you may contact Mr. Perry Thompson or Mr. Terry Royal, Admissions Clerks for the U.S. Supreme Court, at (202) 479-3018. You can also refer to the Supreme Court of the United States website:
<http://www.supremecourt.gov/bar/baradmissions.aspx>
 - On the first page, the box referring to the Alternate Certificate refers to a certificate without the words “in the year of our Lord” and “and of the Independence of the United States of America.” You should check this box if you would prefer to **not** have these words on your certificate.
2. You must pay a fee of \$200.00.
Check made payable to: “U.S. Supreme Court.” **Please include the check with your application and we will send them all in a group.**
3. You must file a certificate from the presiding judge, clerk or other authorized official of the highest court in the State* in which you were admitted, certifying that you have been admitted to practice in the highest court of that State, Territory, District, Commonwealth or Possession for **three years preceding the date of the application**, that you have been free of any adverse disciplinary action during this period and that you appear to that court to be of good moral and professional character.

Fordham Requirements

All of the above materials must be received in one package at the Law School **no later than March 19, 2018.**

Send materials to:

Office of Alumni Relations
Fordham Law School
U.S. Supreme Court Admission Program
150 West 62nd Street, Room 8-151
New York, NY 10023

*For New York State, The Clerk of the U.S. Supreme Court will only accept the certificate from the Appellate Division in which you were admitted.

- These certificates take several weeks to obtain.
- The certificate must be an original and must have a raised seal or stamp.
- The court's website is: www.supremecourtus.gov
- Application to all state courts with which we are familiar must be in writing, must state **why** you want the certificate, state the exact name under which you were admitted, year of admission, date of birth, and in some cases, require the payment of a handling fee. All letters must clearly display your signature. The following information, for the three states in which most of our alumni practice, may be helpful.

Connecticut

Write to: Clerk's Office
Hartford Superior Court
State of Connecticut
95 Washington Street
Hartford, CT 06106
Tel: (860) 548-2700

Note: Must state place and date of admission, and personal juris number.

Fee: Check for \$10.00 payable to "Clerk, Superior Court"

New Jersey

Write to: New Jersey Board of Bar Examiners
P. O. Box 973
Trenton, NJ 08625
Tel: 609-292-2012

The form can be downloaded from:

<https://www.njbarexams.org/certificate-of-good-standing-form>

- Note: Must include your name, home and business address.
Processing time is 2 weeks.
- Fee: Check for \$10.00 payable to “Secretary, Board of Bar Examiners”

New York

Write to: Appellate Division, First Department
Attention: Attorney Records
41 Madison Avenue, 26th Floor
New York, NY 10010
Tel: (212) 340-0400
([The application](#) can be faxed to you)

Fee: Check for \$5.00 payable to “Clerk, Appellate Division”.
Enclose a stamped, self-addressed envelope.

Write to: Appellate Division, Second Department
Attention: Clerk of Court
45 Monroe Place
Brooklyn, NY 11201
Tel: (718) 875-1300
([The application](#) can be found here)

Fee: Check for \$5.00 payable to “Clerk of the Court”.
Enclose a stamped, self-addressed envelope.

Note: You may also apply for a certificate in person from 9:30 a.m. to 4:00 p.m. [bring photo ID] at:

Attorney Records Clerk
Appellate Division, First Judicial Department
41 Madison Avenue (at 26th Street) – 26th Floor
New York, N.Y. 10010

Hotel Accommodations

Capitol Hill Hotel

200 C Street SE

Washington, D.C. 20003

Tel: (202) 543-6000

Group Rate

\$309.00 + 14.8% tax (includes complimentary Wi-Fi and complimentary breakfast)

- X You must make your own reservations at the hotel by calling 202-448-2081 or [using this link](#). Indicate check-in date, May 13, and check-out date, May 14.
- X You must mention **Fordham Law School** when making reservations by phone.
- X The cut-off date for holding rooms is **April 13, 2018**.
- X We have reserved a block of 10 rooms for our group on a first come first serve basis. If there is a greater demand we will make every effort to increase the room block. However this will depend upon availability.

Admissions Program

CEREMONY

All applicants for admission must assemble at the U.S. Supreme Court no later than 8:30 A.M. on Monday, May 14, 2018. Our holding room will be the East Conference Room. Identify yourself to the guards and proceed to the appropriate location. Breakfast will be provided.

- X Court will convene at 10:00 A.M.
- X Court may deliver several opinions
- X Admission ceremony is last on the docket and should be completed by 11:00 A.M.
- X Guests will be able to observe the proceedings from special seating in the rear of the courtroom. **Each participant is limited to one guest at the ceremony (other guests may accompany you to the Supreme Court but only one will be admitted into the Court**

during the Admission Ceremony). Please note **ABSOLUTELY NO CAMERAS** are permitted in the Courtroom.

- X Immediately following the ceremony, participants and their families will hear a special lecture (approx. 30 minutes) about the Supreme Court Building, followed by a brief tour to some of the public areas of the building.

- X The Fordham Law School Group will assemble on the steps of the Supreme Court Building for an official photograph.