

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK

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PETITION FOR ADMISSION TO PRACTICE INSTRUCTION SHEET

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Admission to Practice in Bankruptcy Court for the Western District of New York, is governed by Local Rule 2090-1. **Attorneys seeking to practice in U.S. Bankruptcy Court must FIRST be admitted in U.S. District Court for the Western District of New York.** The U.S. Bankruptcy Court requires:

1. the attached Petition for Admission to Practice Form be properly filled out and **typewritten**. The form should include full address with zip code, the admission date in District Court, and should be notarized; and
2. the Petition for Admission to Practice Form be returned to:  
U.S. Bankruptcy Court  
Attn: Lisa Czaja  
Olympic Towers  
300 Pearl Street, Suite 250  
Buffalo, New York 14202-2510

A Certificate of Admission will be provided to you upon completion of the above requirements. Attorneys are directed to this Court's website: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) for important information relating to practice before this Court, such as local rules, standing orders, calendars, Judges' Decisions, motion practice and forms. This site is updated regularly and you are strongly encouraged to visit it often for the most current information.

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK

\_\_\_\_\_  
In the Matter of the Application of

ADMISSION TO PRACTICE  
PETITION FORM

Name:

To be Admitted to Practice as an Attorney in this Court.  
\_\_\_\_\_

TO THE CLERK OF THE U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF NEW YORK:

\_\_\_\_\_, petitioner herein, respectfully states:

1. That petitioner resides at \_\_\_\_\_ and has an office for the practice of law at \_\_\_\_\_ at the law firm of \_\_\_\_\_.
2. That petitioner was admitted to practice before the United States District Court for the Western District of New York on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
3. That petitioner has read and is familiar with:
  - (a) the provisions of the Judicial Code 28 U.S.C. § 1334, §§ 151 - 158, §§ 1408 - 1412, and § 1452, which pertain to jurisdiction over and venue of bankruptcy cases, proceedings and matters;
  - (b) the Bankruptcy Code, Title 11 U.S.C.;
  - (c) the Federal Rules of Bankruptcy Procedure;
  - (d) the Local Rules of Bankruptcy Practice for the Western District of New York; and
  - (e) the Administrative Procedures.

WHEREFORE, your petitioner respectfully requests that he/she be admitted as an attorney in the United States Bankruptcy Court for the Western District of New York.

\_\_\_\_\_, being duly sworn, deposes and says: that he/she is the petitioner herein; that he/she has read the foregoing petition; that the same is true to petitioner's own knowledge except as to the matters stated to be alleged on information and belief, and that as to those matters he/she believes it to be true.

OATH: I \_\_\_\_\_, do solemnly swear(or affirm) that as an attorney and as a counselor of this Court, I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States.

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Petitioner

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Note: All Petitions are to be verified and typewritten.

## Admittance and Electronic Filing for Attorneys

U.S. Bankruptcy Court - Western District of New York

(Rev. 05/2015)

300 Pearl Street, Olympic Towers, Suite 250, Buffalo, NY 14202 (716) 362-3200

### Admission to Practice

1. Must be admitted to the **District Court** for the Western District of NY. Contact the District Court for admittance procedures at 716-551-4211 or visit the website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)
2. **After you have been admitted to District Court**, you may be admitted to Bankruptcy Court. **There is NO Fee.** To download the form, go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > For Attorneys > Admittance to Practice. Mail the completed form to the Buffalo office of the Court.

\*\*Attorneys admitted to U.S. District Court for the Western District of NY **before September 1, 1979** are grand-fathered into Bankruptcy Court. Attorney needs only to supply date of admission.

### Register for Electronic Filing - Attorneys that have been admitted

To register for full e-filing privileges, go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > For Attorneys > How to become an E-filer, #4 Click here to register. Once the Court verifies the requirements and prerequisites, an email will be sent to the attorney which contains the e-filing credentials.

**Training Requirements for Attorneys.** Are you currently e-filing in another Bankruptcy Court?

- If Yes, fill out the Training Waiver form. Go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > For Attorneys > How to become an E-filer, click on the: Request for Waiver of Training Requirement form. The form must be mailed to the Buffalo office of the Court with an original, wet signature.
- If No, the attorney **MUST** complete 5 training modules which can be found on the Court's website under: For Attorneys > How to become an E-filer, #3 Training Requirement. After each training module, print the Certificate of Completion and mail it to the Buffalo office of the Court.

### Pro Hac Vice (follow the steps below in order)

1. Register for an e-filing account. Go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > For Attorneys > Pro Hac Vice.  
- when asked for your Bar ID, enter: PHV
2. Send an email to: [lisa\\_czaja@nywb.uscourts.gov](mailto:lisa_czaja@nywb.uscourts.gov)
  - a) the email should state that you intend to be admitted to practice pro hac vice; and
  - b) the email should contain the case number, if there is one.
3. The Court will then send an email to the attorney which contains their e-filing credentials.
4. **After receiving your e-filing credentials**, e-file an Ex Parte Motion and Proposed Order to Appear Pro Hac Vice.
5. After e-filing the motion & order, mail a Chambers Copy to the appropriate office of the Court.

*\*WDNY does not have a local form template for the motion and order.*

### Register for Electronic Filing - Creditor/Limited Filer

An attorney may apply for a Creditor/Limited Filer e-filing account. However, the e-filing privileges are limited to documents such as: Filing Proof of Claims, Transfer of Claims, Reaffirmation Agreements, Notice of Appearances. Training is not mandatory. The attorney does not need to be admitted to District or Bankruptcy Court. To register for a Creditor/Limited Filer e-filing account, go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > For Attorneys > How to become an E-filer, Click here to register.

### Public Access to Court Electronic Records (PACER)

To view pleadings and dockets, you must register for PACER. You will receive a **separate** User Name and Password for PACER(which is in addition to your e-filing user name & password). To register for PACER, go to: [www.pacer.gov](http://www.pacer.gov)

**Voice Case Information System (VCIS)**: Case filing information and deadline dates can be obtained **free of charge** by calling our Voice Case Information System (VCIS): (716) 362-3201 or 866-222-8029

\*\*The Court requires an original wet signature on all forms. All forms should be mailed to the Buffalo office. **There is No Fee.** This information is provided as a general overview. Please review applicable Local Rules and Administrative Procedures for additional information.