

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  
Robert H. Jackson U.S. Courthouse  
2 Niagara Square  
Buffalo, New York 14202

A Certificate of Admission will be provided to you upon completion of the above requirements. The certificate will be mailed, via U.S. Mail, to the firm address provided on your Petition for Admission to Practice.\* Do not wait to receive the certificate, register for e-filing immediately after mailing the petition.

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.

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\* During the COVID pandemic, the Court will send your Certificate of Admission to your home address if annotated below.

Please send my Certificate of Admission to my home address listed on my Petition for Admission to Practice

In the Matter of the Application of

Name:

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

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**ADMISSION TO PRACTICE PETITION FORM**

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.

I, \_\_\_\_\_, agree to read and familiarize myself with the CM/ECF Electronic Learning Modules posted on the Court's website.

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

Forms can be found on the Court's website: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov), under the heading: NextGen CM/ECF > How to become an E-filer. The Court requires an original wet signature on all forms. All forms must be mailed to the Buffalo office.

**Admission to Practice:** (There is NO fee)

- Attorneys employed by a **Federal Agency** may skip this step.
- Attorneys admitted to U.S. District Court for the Western District of New York before September 1, 1979 are grandfathered into Bankruptcy Court. Attorney needs only to supply date of admission.
  1. Must be admitted to the District Court for the Western District of New York. Contact the District Court for admittance procedures at 716-551-1700 or visit the website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)
  2. After admitted to the District Court, you may be admitted to the Bankruptcy Court.

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

An individual PACER account is required to be an e-filer. To register for PACER, go to: <https://pacer.uscourts.gov>

**Your PACER username and password will be used for e-filing.**

**How to become an E-filer: Admitted Attorneys (follow the steps below in order)** (There is NO fee)

1. Mail the Admission to Practice Petition form to the Court. (no exceptions during COVID pandemic)
2. Read and familiarize yourself with the CM/ECF Electronic Learning Modules posted to the Court's website. Go to: [www.nywb.uscourts.gov](http://www.nywb.uscourts.gov) > NextGen CM/ECF > CM/ECF Electronic Learning Modules.
3. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
4. Request E-filing privileges. Go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab

**How to become an E-filer: Pro Hac Vice (follow the steps below in order)** (There is NO fee)

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

\*The attorney must e-file their own motion to appear pro hac vice.

1. Send an email to: [lisa\\_czaja@nywb.uscourts.gov](mailto:lisa_czaja@nywb.uscourts.gov). Include the case number, the attorney name and that you intend to be admitted pro hac vice. Do not wait for a response. Go to step 2 and 3.
2. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
3. Request E-filing privileges. Go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab; when prompted, select: **Pro Hac Vice**.
4. After the Court processes your request, e-file an Ex Parte Motion to Appear Pro Hac Vice and Proposed Order.
5. Mail a Chambers Copy to the appropriate office of the Court. (waived during COVID pandemic)

**How to become an E-filer: Non-Attorney (Email Notifications (NEF's) are NOT available)** (There is NO fee)

Admission to Practice is not required. An attorney may apply for a 'non-attorney' e-filing account, however, e-filing is limited to documents such as: Proofs of Claim, Transfers of Claim, Reaffirmation Agreements, Creditor Request for Notice.

1. To be an e-filer, you must have an individual PACER account. Go to: <https://pacer.uscourts.gov>
2. To request e-filing privileges, go to: <https://pacer.uscourts.gov> > in the upper right corner, click: "Log in to..." > Manage PACER Account > enter your PACER credentials > click on the 'Maintenance' Tab

**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