UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

Office of the District Court Executive

LORETTA A. PRESKA
Chief Judge

EDWARD A. FRIEDLAND
District Court Executive

COURT NOTICE TO THE BAR
September 20, 2011

CONTACT
Shona Mikell (Manhattan), 212-805-0500
Robert Rogers (White Plains), 914-390-4100

STARTING OCTOBER 6, SDNY MANHATTAN COURTHOUSE TO ISSUE/RENEW ATTORNEY SERVICE PASSES ON THURSDAYS ONLY

Effective Thursday, October 6, 2011 the United States Court for the Southern District of New York (Manhattan courthouse) will issue and renew service passes to attorneys on Thursdays only, from 9:00 a.m. to 12:00 p.m. Applications for services passes will be processed at the U.S. District Court Executive's Office—500 Pearl Street, Room 820. The Southern District's White Plains courthouse, located at 300 Quarropas Street, will continue to issue and renew service passes on Fridays from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 4:00 p.m.

SDNY Service Passes allow attorneys who are admitted to practice in the Southern District the opportunity to bring one electronic device (such as a cell phone or Blackberry) into the courthouse with them. Attorneys may obtain a Service Pass in either the White Plains or Manhattans courthouses, and the service pass will be honored in both locations. However, the service pass *will not* authorize attorneys to carry laptops into the courtroom—attorneys with service passes must request permission from individual judges to bring a laptop to court.

To qualify for the SDNY Service Pass, attorneys must:

1. Possess a "Secure Pass ID Card" from the New York State Unified Court System; attorneys can apply for the Secure Pass at 111 Centre Street (White Street entrance).
2. Be admitted to the United States District Court for the Southern District of New York;
3. Present additional proof of identity, such as a government-issued driver's license or passport;
4. Complete an application form, which can be found online at http://nysd.uscourts.gov/forms.php or in person at the District Executive's Office; in addition, an application follows this notice. Applications that are mailed in or submitted by someone other than the applicant will be rejected.

Attorneys who already possess service passes can renew them on Thursdays from 9 a.m. to noon as well. To obtain a Service Pass renewal, renewing attorneys must bring with them a New York State Unified Court System Secure Pass and additional proof of identity; they must also notify the SDNY of any updated contact information.

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CHECK IF RENEWAL ☐

ATTORNEY SERVICE PASS APPLICATION

www.nysd.uscourts.gov

First Name	Middle Name	Last Name

Attorney Registration Number (NY State)	SDNY Bar Code Number*

Firm/ Company Name	D.O.B.

Home Address

City/Town	State	ZIP Code

Daytime Phone (with area code)	E-Mail Address

I, _____, am submitting this application to the United States District Court of the Southern District of New York (SDNY) to obtain an Attorney Service Pass. I declare that I am a member in good standing of the bar of the SDNY and a member in good standing of the bar of the State of New York. I certify that the information provided in this application is true and correct. I further certify that I will return this Attorney Service Pass voluntarily at any time in the future if I am suspended, on inactive status, disbarred, resign, or for any other reason become ineligible to remain on the rolls of attorneys admitted to the Southern District of New York in good standing, or if its return is otherwise determined to be warranted by the court.

I have read standing order M 10-468 dated 02-17-10, and understand that I am required to follow the rules contained therein. If I am found in violation of said order, my Service Pass will be revoked without recourse.

I understand that it is my affirmative duty to return this Service Pass to the United States District Court, SDNY if I am directed to do so in writing by the District Court Executive.

_____ _____

Attorney's Signature Date

_____

Print Name

APPLICANT MUST BE ADMITTED TO PRACTICE IN THE SDNY TO RECEIVE A SERVICE PASS

FOR COURT PERSONNEL ONLY

OCA SECURE PASS Verification (check one) Yes___ No___ ID Verification (check one) Yes___ No___

SDNY Badge Number_____ Exp. Date_____ Initials_____