



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

INSTRUCTIONS AND APPLICATION FOR OBTAINING AN ATTORNEY SERVICE PASS

The SDNY Attorney Service Pass allows attorneys who are admitted to practice in the Southern District the opportunity to bring one mobile device into the courthouse. Attorneys may obtain a Service Pass in either White Plains or Manhattan, and the service pass is honored in both locations. The service pass, however, does not authorize attorneys to carry laptops into the courthouse. Attorneys must request permission from individual judges to bring a laptop into court.

- **New Pass**

- First time applicants must email **attorneypasses@nysd.uscourts.gov**. The following are required:
 - A 2x2 photo of the attorney, that will be used for the ID card (jpeg file)
 - A photo of the attorney's current, non-expired "**Attorney Secure Pass ID**" from the New York State Unified Court System
 - A photo of additional proof of identity, such as a government-issued **driver's license or passport**
 - The completed **application**
 - You must also be **admitted to the Southern District of New York**Once approved the physical card will be mailed to the address listed on the application

- **Renewal** (if you have or had an SDNY Attorney Service Pass)

- Renewals must be done through mail
 - By Mail
 - What is required:
 - A clear photocopy of your current, non-expired "**Attorney Secure Pass ID**" from the New York State Unified Court System
 - Your **non-expired SDNY Attorney Service Pass** (you must submit the physical card)
 - Self-addressed and stamped **return envelope**
 - A completed **application**

U.S. District Court/SDNY
500 Pearl Street – Room 820 (Attorney Service Pass)
District Executive Office
New York, NY 10007

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Revised: 05/21/2020



Check if Renewal

ATTORNEY SERVICE PASS APPLICATION

First/Middle/Last Name	
Firm/Company Name	
Date of Birth	
NY State Attorney Registration #	
SDNY Bar Code #	
Home Address	
City/State/Zip Code	
Daytime Phone	
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 02-27-14, and I 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 _____