

**Attorney Grievance Committee  
Supreme Court, Appellate Division  
First Judicial Department  
180 Maiden Lane  
New York, New York 10038  
(212) 401-0800  
[AD1-AGC@nycourts.gov](mailto:AD1-AGC@nycourts.gov)**

**Notarized Disciplinary History Request/Background Check Form  
No Fee Required**

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For administrative purposes, the New York court system is divided geographically into four judicial departments and 13 judicial districts. The First Judicial Department includes districts 1 (Manhattan) and 12 (Bronx); the Second Judicial Department, districts 2, 9, 10, 11 and 13; the Third Judicial Department, districts 3, 4 and 6; and the Fourth Judicial Department, districts 5, 7 and 8.

**INSTRUCTIONS**

1. This disciplinary history request form is for attorneys who are admitted, or whose offices are, or were at one point, located in the **First Judicial Department ONLY**. If you were admitted in another Judicial Department, and since admission you have never registered in the First Judicial Department, you cannot use this form. Contact your department of admission grievance committee to obtain a letter.
2. Please email your **notarized** request in PDF form (no pictures) as an attachment to:  
[AD1-AGC@nycourts.gov](mailto:AD1-AGC@nycourts.gov)  
Subject: Background Check Clerk – [Type your name in Subject Line]
3. We will reply by email only. Hard copy will not be provided.
4. All fields must be completed. If you omit any information, it may delay a reply.
5. The information in this form must match your attorney registration information. If there are changes, please update your attorney registration first before submitting this form.
6. Requests without notarization will be rejected. We are presently accepting remote notarizations and your request must clearly state if the notarization was done in person or via video conference. Please note that as of 2/1/2023, there are new rules for New York notaries who notarize remotely.
7. You will be responsible for forwarding our email response with attachments to third parties.

