

LEGAL ATTORNEY AND ATTORNEY ASSISTANT PASS PROCESS MODIFICATIONS DUE TO COVID- 19
[Updated 12/8/20]

Service modifications:

- **Only One Day Attorney Passes are being issued at this time, and only to out-of-state attorneys with original documentary proof of Good Standing with the Bar Association of the State in which they are licensed to practice; and valid, government issued identification. Attorneys must email the application and supporting documents to DOCLegalPass@doc.nyc.gov at least one week in advance to schedule a Friday appointment to receive a pass. A \$5 postal money order will be required at the appointment. Please include a contact phone number and email address so we may contact you regarding your application and appointment.**
- **Attorneys in possession of a Unified Court System Fast Pass must utilize that pass to gain access.**
- **Attorney Assistant Pass applications are only being accepted by email. Applications must include photocopies of valid government issued identification, which will be subject to physical verification at the time of pass issuance if the application is approved. Processing time is 4-6 weeks, and no partially completed applications can be processed. Applications should be emailed to DOCLegalPass@doc.nyc.gov.**