

[ORGANIZATION LETTERHEAD]

[Date]

Supreme Court, State of New York  
Appellate Division, [First or Second] Department  
[Address of Department]

Attn.: [Name of Appellate Division Clerk of the Court], Clerk of the Court

Re: [Organization Name] – Report Pursuant to Section 496 of the Judiciary Law

To whom it may concern:

[Organization Name] is a New York chartered not-for-profit corporation.

Prior to this year, [Organization Name] had not directly provided any of the following services, as referenced in Section 495 of the Judiciary Law of the State of New York:

- (a) practice or appear as an attorney-at-law for any person in any court in this state or before any judicial body,
- (b) make it a business to practice as an attorney-at-law, for any person, in any of said courts,
- (c) hold itself out to the public as being entitled to practice law, or to render legal services or advice,
- (d) furnish attorneys or counsel,
- (e) render legal services of any kind in actions or proceedings of any nature or in any other way or manner,
- (f) assume in any other manner to be entitled to practice law,
- (g) assume, use or advertise the title of lawyer or attorney, attorney-at-law, or equivalent terms in any language in such manner as to convey the impression that it is entitled to practice law or to furnish legal advice, services or counsel, or
- (h) advertise that either alone or together with or by or through any person whether or not a duly and regularly admitted attorney-at-law, it has, owns, conducts or maintains a law office or an office for the practice of law, or for furnishing legal advice, services or counsel.

[Through securing a grant from New York State], [Organization Name] can now provide legal services as an incidental activity in furtherance of its primary purpose, as described in Section 495 of the Judiciary Law of the State of New York. Pursuant to Section 496 of the Judiciary Law of the State of New York, [Organization Name] provides the following initial statement:

1. [Organization Name]'s Nature and Purpose

The nature and purpose of [Organization Name] is to [summarize organization's mission and purpose statement here].

2. Composition of the [Organization Name] Board of Directors

1) [List board member names and applicable leadership titles here]

3. Type of Legal Services [Organization Name] Will Provide

[Briefly summarize types of legal services to be provided here, including where the services will be provided and whether the services will include representation in court proceedings.]

4. Name and Address of Attorney[s] Employed by [Organization Name]

1) [Include name(s) and address(es) of attorneys employed by the organization here]

Submitted by:

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[Name and title of organization leadership]