

**BAR ASSOCIATION OF ERIE COUNTY  
COMMITTEE ON PROFESSIONAL ETHICS**

Opinion No: 11-04

Topic:	Listing of an Attorney's Address on Their Letterhead
Digest:	Rule 7.1 Does Not Mandate That An Attorney List Their Street Address on Their Letterhead Unless It Might Be Considered An Advertisement Under Rule 1.0(a) In Which Case It Then Must Comply With Rule 7.5
Rules:	7.1; 7.5; 1.0(a)

**QUESTION**

Do the New York Rules of Professional Conduct require an attorney to list something more than a post office box address on their letterhead?

**OPINION**

This inquiry seeks an opinion as to whether a lawyer within his letterhead must provide a street address rather than a post office box address. Rule 7.5(4)(a) provides for, but does not mandate, that a street address be contained on an attorney's letterhead. If, however, a lawyer's communication could be construed as advertising under Rule 1.0(a), meaning "any public or private communication made by or on behalf of a lawyer or law firm about that lawyer or law firm's services, the primary purpose of which is for retention of the lawyer or the law firm", then such communication itself must conform to the requirements of Rule 7.1 involving advertising, and specifically, Rule 7.1(h), which requires that "all advertisements shall include the name, principal law office address and telephone number of the lawyer or law firm whose services are being offered".

Accordingly, a letter communication from a lawyer which could be construed as advertising under Rule 1.0(a) must provide the lawyer's or law firm's address although not necessarily on the letterhead itself.