

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

APPLICATION FOR ADMISSION

Attached is a petition for admission to practice before the bar of this Court. For you to be eligible for admission, the Court requires that you be an active member in good standing of the District of Columbia Bar, or an active member in good standing of the highest court of any state in which you maintain your principal law office and are a member in good standing of a United States District Court that provides for reciprocal admission to members of the bar of this Court.

Sponsor's Affidavit

The Sponsor's affidavit and motion form is to be completed by an attorney who is a member in good standing of the bar of this Court and who has known you for at least one year. This affidavit may not be waived.

Fees

Please return the completed petition, affidavit and motion (printed or typewritten) to this office along with a check or money order in the amount of **\$175.00** made payable to "**Clerk, U.S. District Court.**" Of this amount, \$25.00 is deposited to the credit of a fund used to pay the expenses of the Clerk's Trustee Account, \$130.00 is for statutory fees for administering the oath and issuing the certificate of admission, and \$20.00 is deposited into the fund for Judicial Services established under 28 U.S.C. § 1931.

Certificate of Good Standing

You may request, in writing, a certificate of good standing for a fee of \$15.00. You will receive this certificate on your ceremony date. **For application purposes, a good standing certificate is not required.**

Renewal

In October 1989, the United States District Court for the District of Columbia, amended and adopted a number of Local Rules dealing with the admission and practice of attorneys. LCvR 83.9 requires that each member of the bar of this Court renew his/her membership every three years by filing with the Clerk of the Court, on or about July 1st of every third year, a renewal certificate and by paying a renewal fee in the amount of \$25.00.

Notification of the renewal requirement and the renewal certificate are e-mailed or mailed to the last known address of all attorneys prior to the renewal date. Attorneys who do not renew will not be able to practice or file pleadings in the District Court.

Ceremony

Admission ceremonies are held on the first Monday of each month (except when Monday is a holiday, then the ceremony is held the following Monday). You will be scheduled for the first ceremony after the petition is timely received. Timely receipt means, receiving the petition in this office on or before the closing date indicated for each ceremony date. Please arrive at 9:00 a.m., as entry into the courtroom is prohibited after 9:25 a.m. Enclosed you will find a list of the closing and ceremony dates for the next several months. Please retain this page for your records. The courtroom designated for the ceremony is Ceremonial Courtroom 20 on the sixth floor in the courthouse. Your sponsor is welcome, but is not required to attend the ceremony. A reception in the Judges' Dining Room given by the Federal Bar Association, D.C. Chapter and the United States District Court will immediately follow the ceremony.

**Please note that you will receive no further notice of the ceremony.

If you're unable to attend a particular ceremony, please notify this office before the ceremony date so that you may be rescheduled for the following month. You will be given a limit of two chances to reschedule an admission ceremony, after which your petition and admission fees will be forfeited. If you fail to attend the ceremony without notifying us in advance, you will be penalized, and your petition will be delayed for three months. If you fail to appear at two admission ceremonies even though we have notified you of the scheduled dates for these ceremonies, you will forfeit your admission fees accompanied by your petition. Petitions will be kept on file for six months.

If you plan to ride Metrorail, the nearest station is Judiciary Square, use the 4th Street exit. Please keep this letter until after you have been admitted, since it contains all the information you will need. Please mail or send the completed petition with the check or money order to:

ATTORNEY ADMISSIONS, ROOM 1225
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
3RD AND CONSTITUTION AVENUE, N.W.
ROOM 1225
WASHINGTON, D.C. 20001
(202) 354-3110

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA**

IN THE MATTER OF THE APPLICATION OF

(Print your name as you wish for it to appear in the records of the court.)

FOR ADMISSION TO PRACTICE

PETITION

I, _____, hereby petition the United States District Court for the District of Columbia to admit me to practice before the aforementioned Court, and in support of my petition:

(Date admitted to DC Bar)

(DC Bar No.)

(Principal Office - Firm name)

(Street Address)

(City, State, Zip Code)

(Telephone Number)

(Date of Birth)

(Last four (4) digits of SSN)

I am also a member, in good standing, of the following district court(s) that offer reciprocal admission (please indicate the name of the district court(s) and date(s) of admission).

District Court(s)

Date(s) of Admission

Bar No.

My legal training and experience are as follows (attach additional sheets, if necessary): _____

All occasions, if any, on which I have been held in contempt of Court are set forth as follows: **(If none, so state.)** (State the nature of the contempt and the final disposition thereof. Attach additional sheets if necessary.) _____

All occasions, if any, on which I have been convicted of a crime, censured, suspended, disciplined or disbarred by any Court are set forth as follows: **(If none, so state.)** (State the facts and circumstances connected therewith. Attach additional sheets if necessary.)

E-Mail Address _____

Residence Address:

Street _____

City _____ State _____

Zip Code _____ Telephone No. _____

<p>FOR COURT PERSONNEL ONLY:</p> <p><i>Admission date</i></p> <p>_____</p>

The Local Rules of this Court place certain requirements on counsel for admission to the Bar of this Court and also to practice. Please indicate, by checking, the requirements that apply. In addition to requirement #1, either requirement #2 or #3 must be checked before the petition will be accepted. If you wish to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits at least one of the listed requirements on the bottom portion of the certificate must be checked.

ADMISSION TO PRACTICE CERTIFICATE

In compliance with LCvR 83.8(b)(6) and LCrR 57.21(b)(6) the undersigned applicant hereby certifies that:

(MANDATORY)

#1 _____ I have read and am familiar with the provisions of the Judicial Code (Title 28 United States Code) which pertain to the jurisdiction of and practice in the U.S. District Courts, the Rules of the United States District Court for the District of Columbia, and the Rules of Professional Conduct as adopted by the District of Columbia Court of Appeals [LCvR 83.8(b)(6)(i),(iii)and(iv)/LCrR 57.21(b)(6)(i),(iii) and (iv)]; D.C. Bar Voluntary Standards for Civility in Professional Conduct, adopted by the Bar on June 18, 1996 (attached as Appendix B) [LCvR 83.8(b)(6)(v)]; [LCrR 57.21(b)(6)(v)]; and

#2 _____ I am familiar with the Federal Rules of Civil Procedure [LCvR 83.8(b)(6)(ii)];
and/or

#3 _____ I am familiar with the Federal Rules of Criminal Procedure [LCrR 57.21(b)(6)(ii)].

An attorney who wishes to appear as sole or lead counsel in a contested evidentiary hearing or trial on the merits further certifies that:

#4 _____ I have previously acted as sole or lead counsel in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction in a contested jury or bench trial or other contested evidentiary hearing in which testimony was taken in open court and an order or other appealable judgment was entered. [LCvR 83.2(b)(1) and LCrR 44.1(b)(1)];**OR**

#5 _____ I have participated in a junior capacity in an entire contested jury or bench trial in a federal district court or the Superior Court of the District of Columbia or a state trial court of general jurisdiction. [LCvR 83.2(b)(2) and LCrR 44.1(b)(2)];**OR**

#6 _____ I have satisfactorily completed a continuing education trial advocacy course of at least 30 hours sponsored by the District of Columbia Bar or accredited by a State Bar. [Local Rule 83.2(b)(3) and LCrR 44.1(b)(3)].

In consideration of LCvR 83.10(a) and 83.11, the undersigned applicant certifies that:

#7 _____ I have read LCvR 83.10(a) and understand that members in good standing of the bar of this Court have an obligation to assist or represent the needy in civil matters before this Court whenever requested by the Court and if necessary, without compensation. I have read LCvR 83.11 and understand that the Court has established a voluntary Civil Pro Bono Panel from

which attorneys may be appointed by the Court to represent indigent pro se litigants. I have indicated below whether I would like to receive additional information regarding the Court's Civil Pro Bono Panel.

Please Send Do Not Send

(DATE)

(PETITIONER'S SIGNATURE)

(PLEASE PRINT OR TYPE - EXCEPT FOR SIGNATURE)

PETITIONER'S NAME: _____

SPONSOR'S AFFIDAVIT AND MOTION

I, _____ was admitted to practice before the UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA on _____, 20____. My bar number is _____ and I am currently an active member in good standing of the Bar of the United States District Court for the District of Columbia. I have known the petitioner for at least one year, under the following circumstances: _____

_____.

My knowledge of said petitioner's moral character is as follows: _____

_____.

My knowledge of said petitioner's experience is as follows: _____

_____.

I am satisfied that the petitioner has the necessary qualifications to become a member of the bar of this Court, and I, therefore, move his/her admission.

I declare under penalty of perjury that the foregoing is true and correct.

(DATE)

(SIGNATURE OF SPONSOR)

FIRM NAME _____

OFFICE ADDRESS _____

OFFICE TELEPHONE _____

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

**CLOSING DATES
NO LATER THAN:**

**FOR THE ADMISSION
CEREMONY ON:**

December 19, 2008

January 5, 2009

January 19, 2009

February 2, 2009

February 16, 2009

March 2, 2009

March 20, 2009

April 6, 2009

April 20, 2009

May 4, 2009

May 18, 2009

June 1, 2009

June 22, 2009

July 6, 2009

July 20, 2009

August 3, 2009

August 21, 2009

September 14, 2009

September 18, 2009

October 5, 2009

October 16, 2009

November 2, 2009

November 20, 2009

December 7, 2009

December 18, 2009

January 4, 2010

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NOTE: You will **NOT** receive notice confirming the receipt of your petition.

Attorneys must report to the Ceremonial Courtroom, Courtroom 20, on the Sixth Floor by 9:00 a.m. If you have any questions, please call (202) 354-3110.

OATH OF ADMISSION

I DO SOLEMNLY SWEAR
THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES
THAT I WILL RESPECT COURTS OF JUSTICE AND JUDICIAL OFFICERS
THAT I WILL WELL AND FAITHFULLY DISCHARGE MY DUTIES
AS AN ATTORNEY AND AS AN OFFICER OF THE COURT
AND IN THE PERFORMANCE OF THOSE DUTIES
I WILL CONDUCT MYSELF WITH DIGNITY
AND ACCORDING TO BOTH THE LAW
AND THE RECOGNIZED STANDARDS
OF ETHICS OF OUR PROFESSION.

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

ELECTRONIC CASE FILES Attorney/Participant Registration Form

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system and to subscribe to the ECF EMail (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files system. Listserver subscribers receive email messages whenever the Court wishes to electronically notify ECF registrants of pertinent ECF information.

The following information is required for registration:

First Name/Middle Initial/Last Name

Last four digits of Social Security Number

DC Bar ID#:

Firm Name

Firm Address

Voice Phone Number

FAX Phone Number

Internet E-Mail Address

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the *U.S. District Court for the District of Columbia*. It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF Internet, www.dcd.uscourts.gov, website to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court.

