UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA

APPLICATION FOR ADMISSION

This is a petition for admission to practice before the bar of this Court. Admission to the Bar of this Court is limited to: (1) attorneys who are active members in good standing of the District of Columbia Bar; or (2) attorneys who are active members in good standing of the Bar of any state in which they maintain their principal law office; or (3) in-house attorneys who are active members in good standing of the Bar of any state and who are authorized to provide legal advice in the state in which they are employed by their organization client.

Application Submission

Effective October 7, 2019, you must upload and submit your application electronically via PACER. Click here for instructions.

Fees

The application fee is $350.00 (effective 11/1/2025). Of this amount, $151.00 is deposited to the credit of funds used to pay the expenses of the Clerk's Trustee Account, $179.00 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. **You will receive an e-mail requesting payment of the fee after the application deadline has passed.**

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 the applicant for at least one year. The affidavit must be hand-signed and may not be waived.

Certificate of Good Standing

So that we may confirm your membership with the required Bar in accordance with LCvR 83.2, please provide a Certificate of Good Standing from the District of Columbia Bar or the Bar of the state in which you maintain your principal office. The certificate must be issued within a year of the date of your application.

Mandatory Attendance to Admission Ceremony

All attorneys seeking admission to the Bar of this Court must attend the in-person admission ceremony held on the first Wednesday of the month to be admitted. Please review the ceremony admission dates and deadlines on page 7.

Ceremony

Admission ceremonies are held on the first Wednesday of each month (except when Wednesday is a holiday, then the ceremony is held the following Wednesday). 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 application due by date indicated for each ceremony date. Please arrive no later than 9:00 A.M., as entry into the courtroom is prohibited after 9:25 A.M. Enclosed you will find a list of the deadlines and ceremony dates for the current year. Please retain this page for your records. The courtroom designated for the ceremony is Ceremonial Courtroom 20 on the sixth floor of the courthouse. Your sponsor is welcome but is not required to attend the ceremony. A reception in the Judges' Dining Room given by the DC Chapter of the Federal Bar Association and the United States District Court will immediately follow the ceremony.

If you are 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 appear for an admission ceremony within six months of applying for admission, then you will forfeit your admission fees and your application will be rejected.**

If you plan to ride Metro rail, the nearest station is Judiciary Square; use the 4th Street exit. Please keep this page until after you have been admitted, as it contains all the information you will need.

UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF COLUMBIA
ATTORNEY ADMISSIONS
333 CONSTITUTION AVENUE, NW
ROOM 1225
WASHINGTON, DC 20001
(202) 354-3110

UNITED STATES DISTRICT AND BANKRUPTCY COURTS
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 and Bankruptcy Courts 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)

E-Mail Address _____

Residence Address:

Street _____

City _____ State _____

Zip Code _____ Telephone No. _____

Admitted to State Bar of _____ Date Admitted _____

OR

In-House Attorney Admitted in _____ Date Admitted _____

My legal training (law school attended & graduation date) 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.)

_____

_____

_____

The Local Rules of this Court place certain requirements on counsel for admission to the Bar of this Court and also to practice. Please check 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 83.11, the undersigned applicant certifies that:

#7 ☐ I have read LCvR 83.11 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.

(DATE) (PETITIONER'S SIGNATURE)

Original Signature Only

(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_____

TELEPHONE_____

Note: Original signatures only.

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA
2027 ATTORNEY ADMISSIONS CEREMONIES

Please review the 2027 admission ceremony dates below and the corresponding application and fee deadlines. **You must attend the ceremony in person to be admitted.**

Warning: Please be advised that if you miss the application deadline that corresponds with your preferred admission date, you must wait until the next admission date to be admitted to this court's bar.

Application Due By:	Application Fee Due By:	For Ceremony on:
December 11, 2026	December 25, 2026	January 6, 2027
January 8, 2027	January 22, 2027	February 3, 2027
February 5, 2027	February 19, 2027	March 3, 2027
March 5, 2027	March 19, 2027	April 7, 2027
April 9, 2027	April 23, 2027	May 5, 2027
May 7, 2027	May 21, 2027	June 2, 2027
June 11, 2027	June 25, 2027	July 7, 2027
July 9, 2027	July 23, 2027	August 4, 2027
August 6, 2027	August 20, 2027	September 1, 2027
September 10, 2027	September 24, 2027	October 6, 2027
October 8, 2027	October 22, 2027	November 3, 2027
November 5, 2027	November 19, 2027	December 1, 2027

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NOTE: The Admission Application shall be submitted via PACER. Once the application deadline has passed, you will receive an email requesting payment and providing ceremony details. **You must attend the Admission Ceremony to be admitted.** When all the attorney admission requirements have been met and the Order of Admission is signed by the confirmed motions judge, you will receive a notice through PACER confirming admission. Once you receive this notice, you may begin e-filing. If you have any questions, please email us at attorney_admissions@dcd.uscourts.gov.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

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.