

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** (effective 06/01/04) 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 the 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. Local Rule 83.9 requires that each member of the bar of this Court renew his or 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 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 no later than 9:15 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 find after your application has been submitted that you will be unable to be present for the ceremony you had intended to attend, please notify this office before the ceremony 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 I state as follows:

I have been admitted to practice before the DISTRICT OF COLUMBIA BAR or the following district court that offers reciprocal admission (please indicate the name of federal court and date of admission) on _____ and I am currently a member in good standing.

My legal training and experience are as follows: _____

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 indicate, by checking on the reverse side, which of the requirements 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 Local Rule 83.8(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 [Local Rule 83.8(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 D) [Local Rule 83.8(b)(6)(v)]; and
- #2 _____ I am familiar with the Federal Rules of Civil Procedure [Local Rule 83.8(b)(6)(ii)];
and/or
- #3 _____ I am familiar with the Federal Rules of Criminal Procedure [Local Rule 83.8(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:

(OPTIONAL)

- #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. [Local Rule 83.2(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. [Local Rule 83.2(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)].

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

(OPTIONAL)

- #7 _____ I have read Local Rule 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 Local Rule 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

I understand that my petition will be heard on the date prescribed by Rule 83.8(d) of this Court and that no further notice of said hearing will be given. At the time of my admission, I will be prepared to take the oath prescribed by 83.8(e). I declare under penalty of perjury that the foregoing is true and correct.

(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 BAR OF THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA on _____, _____. 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 _____

(PETITIONER'S INFORMATION, PLEASE PRINT OR TYPE)

(Please list your name as you wish it to appear on our records. If you use an initial in place of your middle name, please print the initial in the space designated "middle".)

Name Last _____ **First** _____

Middle _____ **Generation (Jr.,Sr.etc)** _____

Date of Birth _____

D.C./Federal Bar Identification Number _____

(If Federal Bar, please state name of court): _____

Firm/Organization _____

Street _____

Suite _____

City _____ **State** _____

Zip _____ **Phone** _____

Unit (within firm or agency) _____

ADMISSION DATE _____

(Date will be filled in by Attorney Admissions Office)

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

CLOSING DATES

**RECEIVE APPLICATION
NO LATER THAN:**

November 21, 2005
December 23, 2005
January 23, 2006
February 20, 2006
March 20, 2006
April 17, 2006
May 22, 2006
June 26, 2006
July 24, 2006
August 25, 2006
September 18, 2006
October 23, 2006
November 20, 2006

**ADMISSION CEREMONY
WILL BE HELD ON:**

December 5, 2005
January 9, 2006
February 6, 2006
March 6, 2006
April 3, 2006
May 1, 2006
June 5, 2006
July 10, 2006
August 7, 2006
September 11, 2006
October 2, 2006
November 6, 2006
December 4, 2006

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.

If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from the electronic filing system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Upon receipt of your login and password, you are strongly encouraged to change your password, which may be done through the Utilities function, to a name easily recalled. **You may be subjected to a fee, should the Clerk's Office have to create a new password for you, or alternatively, you may be required to appear in person to receive your new password.**
5. Attorneys who are active members of the bar of this Court, or government attorneys who are employed or retained by the United States, or who have been permitted to proceed *pro hac vice*, must file pleadings electronically.

Please return this form to:

U.S. District Court for the District of Columbia
Attn: Attorney Admissions
333 Constitution Avenue NW, Room 1225
Washington, DC 20001

Applicant's Signature

Full Last Name

Initial of
First Name

Last 4 Digits SS#