

Dear Attorney:

Thank you for your interest in applying to practice before the United States District Court for the Northern District of Ohio. Enclosed please find the application form for admission to practice, which must be completed in its entirety, and a copy of the Local Rule regarding attorney admission. Please be advised that applications cannot be processed through the mail. **Applicants must appear in person at any court location in Northern District of Ohio, Monday through Friday, from 9:00 a.m. until 4:00 p.m., with a completed application form along with the requisite requirements pursuant to Local Rule 83.5, et seq.**

### **Requisite Requirements**

Attached to the application form is a "**Statement of Sponsors.**" Your sponsors must be members of the bar of the United States District Court for the Northern District of Ohio and they must be willing to affirm that your personal and professional character and standing are good. Sponsors may not be related to you.

A **certificate of good standing from the Supreme Court of Ohio**, or the highest Court of any other State or Territory or the District of Columbia must accompany the application. If you are admitted to practice in district court outside the Northern District of Ohio, please refer to the waiver section of this notice. To receive a certificate of good standing from the Supreme Court of Ohio, the fee is \$3.00. Please forward your request to: Supreme Court of Ohio, Admission's Office, 30 East Broad Street, 2nd Floor, Columbus, Ohio 43266-0419, telephone number (614) 466-1528.

Attorneys who wish to be admitted to practice in the United States District Court for the Northern District of Ohio **must attend a federal court seminar (Local Rule 83.5(d))**. Accordingly, a **certificate of attendance** at a federal court seminar must be presented to the Clerk of Court with your application. Attorneys who find it necessary to appear in this Court prior to being admitted to the bar may request leave to appear pro hac vice pursuant to Local Rule 83.5(h).

The **fee for admission to practice** before the United States District Court for the Northern District of Ohio is **\$90.00**. Please make your check payable to: Clerk, U.S. District Court. A portion of this fee entitles attorneys to use the United States Courts Library.

Upon completion of the application, certificate of good standing, certificate of attendance at a federal court practice seminar, and the required fee, the oath or affirmation of attorney will be administered by the Clerk's Office. You will then be required to sign the roll of attorneys.

**Waiver Requirement of Local Rule 83.5(d)**

The Northern District of Ohio's Local Rule 83.5(d) requires "evidence of attendance at a federal court practice seminar" prior to admission in the Northern District of Ohio. The Court has adopted a general order which instructs the Clerk of Court to exercise discretion in granting exceptions/waivers to the local rule requirement, and to grant reciprocity to those attorneys that have taken other federal court practice seminars, or who have been admitted in other district courts, with the provision that the Court will expect their familiarity with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedure, the Local Rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq., Alternative Dispute Resolution (ADR), and Section 16.1, et seq., Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment, case management conferences, etc. A handout on these matters is enclosed for your convenience.

Pursuant to the authority granted to the Clerk of Court in the court's general order, the Court will waive the requirement of your attendance at a federal court practice seminar by granting reciprocity due to your admission to practice in a district court other than the Northern District of Ohio. Please find enclosed a Certificate of Applicant to be completed by you. You may then present the Certificate of Applicant, along with your completed Application for Admission, Certificate of Good Standing from the state supreme court or highest court of any other state or territory or the District of Columbia, and a Certificate of Good Standing from the district court in which you are admitted to practice and the application fee when you appear for admittance in the Northern District of Ohio.

Again, thank you for your interest. If you have any questions or need further assistance in fulfilling these requirements, please feel free to contact our Intake Department at the telephone number listed above.

Yours sincerely,

**Geri M. Smith, Clerk of Court**

By:  
Deputy Clerk, Intake Department

Enc.

***United States District Court***  
***Northern District of Ohio***

**APPLICATION FOR ADMISSION TO PRACTICE**  
**PERSONAL STATEMENT**

- 1) Name
- 2) Social Security Number
- 3) Residence Address
- 4) Date of Birth
- 5) Place of Birth
- 6) Sex:       = Female               = Male
- 7) Names of Parents:   a) Mother's maiden name  
                                  b) Father's name
- 8) Courts of last resort to which you have been admitted to practice:
- 9) Ohio Supreme Court Admission date
- 10) Ohio Supreme Court Registration number
- 11) Are you presently engaged in the practice of Law?       = Yes       = No
- 12) If you are presently engaged in the practice of law, state the nature of your practice, whether by self, in partnership, or associated with or employed by others, giving the name of the firm or employer.
- 13) Business address

- 14) Office telephone number
- 15) E-mail address
- 16) List firms or other organizations with which you have been formerly associated, or by which you have been employed, as a lawyer.
- 17) State the extent of undergraduate and legal education and where received.
- 18) Have you ever changed your name or been known by any other name or surname other than that appearing on this application?                      = Yes                      = No
- 19) If the answer to number 18 is yes, what names were used and give details.
- 20) Have you ever been disbarred or suspended from practice before any court, department, bureau or commission of any State or the United States, or have you received any reprimand from any such court, department, bureau or commission pertaining to your conduct or fitness as a member of the bar?
- = Yes                      = No
- 21) If the answer to number 20 is yes, give specific details (attach a separate statement, if necessary)
- 22) Are you currently, or have you ever been, a law clerk to a District Judge or Magistrate Judge?                      =Yes                      =No
- 23) If the answer to number 22 is yes, to whom did you serve as a law clerk:
- From \_\_\_\_\_ to \_\_\_\_\_.

**CERTIFICATION**

I certify that a I have read the foregoing questions and have answered the same fully and frankly. Said answers are complete and are true to the best of my knowledge.

\_\_\_\_\_  
(Signature of applicant)

Dated:

**STATEMENT OF SPONSORS**

I, \_\_\_\_\_ and I, \_\_\_\_\_  
being members of the bar of the UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF OHIO and not related to the applicant, state that the applicant is personally known to us, that the applicant possesses all the qualifications required for admission to the bar of the UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF OHIO, that we have examined this personal statement and believe it to be correct , and we affirm that the applicant's personal and professional character and standing are good.

Signed \_\_\_\_\_  
Business address

Signed \_\_\_\_\_  
Business address

Date admitted to practice in the Northern District of Ohio

Date admitted to practice in the Northern District of Ohio

Ohio Supreme Court Bar I.D. No.

Ohio Supreme Court Bar I.D. No

IT IS ORDERED THAT THE APPLICANT, BEING DULY SWORN ACCORDING TO LAW AND THE RULE OF THIS COURT, IS ADMITTED TO PRACTICE BEFORE THIS COURT UPON SIGNING THE RULE OF ATTORNEYS OF THIS DISTRICT.

GERI M. SMITH, CLERK

By \_\_\_\_\_

Deputy Clerk

UNITED STATE DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
OFFICE OF THE CLERK

CERTIFICATE OF APPLICANT &  
WAIVER OF LOCAL RULE 83.5(d)

\_\_\_\_\_, of \_\_\_\_\_  
(Attorney Applicant)

\_\_\_\_\_  
(Address)

hereby certifies that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the Local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment and case management conferences.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*

\_\_\_\_\_  
(Attorney Applicant)

is hereby granted a waiver from the requirement of Local Rule 83.5(d) which requires “evidence of attendance at a federal court seminar” prior to admittance. This waiver is granted after documentation was provided by said attorney that he/she has taken a federal court practice and procedure seminar or has passed a test evidencing a working knowledge and familiarity of federal practice and procedure, and the above certification, in accordance with General Order 93-07, adopted by this Court on August 10, 1993.

GERI M. SMITH, Clerk of Court

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Deputy Clerk

**Please place an X by each of the following required attachments that you have provided to this court:**

Certificate of Good Standing from the Supreme Court of Ohio or any other state

**AND**

Certificate of Attendance to a federal Practice Seminar

**OR**

Certificate of Good standing from another District Court from which you are already admitted.

**AND**

Statement of Sponsors

**AND**

\$90.00 Fee for Admission

**NOTE: YOU WILL NOT BE ADMITTED TO PRACTICE WITHOUT THE ABOVE.**

## **LIBRARY INFORMATION**

### **CLEVELAND**

**ADDRESS:** U.S. COURTS LIBRARY  
319 U.S. COURTHOUSE  
201 SUPERIOR AVENUE  
CLEVELAND, OHIO 44114

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (216) 522-2253

**LAW  
LIBRARIAN:** IRENE M. MILAN, M.S.L.S., J.D.

### **TOLEDO**

**ADDRESS:** U.S. COURTHOUSE LIBRARY  
418 U.S. COURTHOUSE  
1716 SPIELBUSCH AVENUE  
TOLEDO, OHIO 43624

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (419) 259-7539

**LAW  
LIBRARIAN:** Marianne Mussett, M.L.S.