

**United States District Court**  
*Eastern District of Missouri*  
111 South Tenth Street, Suite 3.300  
St. Louis, Missouri 63102

James G. Woodward  
Clerk of Court

314-244-7900

**READ INSTRUCTIONS CAREFULLY**

Dear Applicant,

Attached is an application for admission to practice law in the United States District Court for the Eastern District of Missouri. The requirements for admission can be found in Rule 12.01 of the Local Rules, effective January 1, 1996. In order to avoid delays in the review process of your application, we require the following instructions be followed.

- 1) Applications must be typed or printed and fully completed.
- 2) You are required to provide the Court with written confirmation of your status from each state and federal jurisdiction to which you are admitted to practice law (i.e. certificate of good standing). Please be advised that a copy of your license to practice or a copied Bar card are NOT acceptable.
- 3) The completed, signed application with required attachments and both sponsors statements must be filed together as a packet.
- 4) The completed packet can be hand-delivered or mailed to the U.S. District Court, c/o Management Support, 111 South Tenth Street, Suite 3.300, St. Louis, Missouri 63102.

You will be notified by letter once a decision has been made on your application. Upon approval the attorney shall take an oath or affirmation administered by a district, magistrate or bankruptcy judge of this Court and pay the prescribed \$50.00 admission fee. **DO NOT** send the fee with the application.

If you have any questions you can call the Management Support at (314) 244-7912 or (314) 244-7913.