

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

Dear Petitioner:

Enclosed 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 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 \$75.00 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 Committee on Grievances, \$20.00 is for statutory fees for administering the oath and issuing the certificate of admission, and \$30.00 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. These will be mailed to you with your certificate of admission. 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 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 receipt 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 dates 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 only.

Copies of our Local Rules are available from this office while supplies last, or they may be obtained from the Rules Service Company (301) 424-9402.

If you plan to ride Metrorail, the nearest station is Judiciary Square, use the 4th Street e

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 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 c.

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): _____

Social Security Number _____ -- _____ -- _____

Firm _____

Street _____

Suite _____

City _____ **State** _____

Zip _____ **Phone** _____

Unit (within firm or agency) _____

ADMISSION DATE _____

(Date will be filled in by Attorney Admissions Office)

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

**AUTHORIZATION TO SEND ORDERS AND
JUDGMENTS VIA FACSIMILE TRANSMISSION**

The Clerk of Court for the U.S. District Court of the District of Columbia is hereby authorized to transmit notice of entries of judgments, orders and notices under Federal Rules of Civil Procedure 77 and Federal Rules of Criminal Procedure 49 by facsimile transmission in any case in which this capability exists and the undersigned appears as attorney of record.

I understand it is my responsibility to provide the Clerk's Office with a number dedicated for facsimile transmission and to notify the Clerk's Office promptly in writing if the dedicated FAX number changes. I also understand this electronic notice will be in lieu of a notice by mail.

Signed this _____ day of _____, 2002.

Signature: _____

Printed Name: _____

Bar No.: _____

Firm Name: _____

Address: _____

Phone No.: _____

FAX No.: _____

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

Petitions for admission to the Bar of the United States District Court for the District of Columbia must be received in the Clerk's Office, Attorney Admission Section, Room 1225;

CLOSING DATES

NO LATER THAN:

FOR THE ADMISSION CEREMONY ON:

December 21, 2001
January 25, 2002
February 22, 2002
March 22, 2002
April 25, 2002
May 23, 2002
June 21, 2002
July 24, 2002
August 23, 2002
September 25, 2002
October 24, 2002
November 22, 2002
December 20, 2002

January 7, 2002
February 4, 2002
March 4, 2002
April 8, 2002
May 6, 2002
June 3, 2002
July 1, 2002
August 5, 2002
September 9, 2002
October 7, 2002
November 4, 2002
December 2, 2002
January 6, 2003

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.