

**UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT**

**APPLICATION FOR ADMISSION TO THE BAR**

**Instructions:** Only attorneys admitted to the bar of the United States Court of Appeals for the Fourth Circuit may practice before the Court. An attorney who has been admitted to practice before the Supreme Court of the United States, the highest court of a state, another United States Court of Appeals, or a United States District Court (including the District Courts for Guam, the Northern Mariana Islands, and the Virgin Islands), and who is of good moral and professional character, may become a member of the bar by:

- ! providing the information requested below;
- ! having a member of the bar of the Court move admission by signing the Motion for Admission;
- ! swearing or affirming the Oath before the clerk, a deputy clerk, a notary public or the Court (admission by personal appearance before the Court is usually reserved for ceremonial occasions);
- ! paying the admission fee of \$170.00 by check made payable to "Clerk, United States Court of Appeals." (The fee is waived for attorneys appointed to represent a party in forma pauperis, law clerks to federal judges within this Circuit, and counsel for the United States or any agency thereof who have a case pending before the Court. If a fee waiver is sought, add the Fourth Circuit docket number here: \_\_\_\_\_); and
- ! mailing or delivering the completed form and check to the Clerk of the United States Court of Appeals, 1100 E. Main Street, Suite 501, Richmond, VA 23219-3517.

**NAME** (present practicing name):

Last \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_

Generation (Jr., Sr., II, III, etc.) \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Prefix (Mr., Mrs., Miss, Ms., Professor, etc.) \_\_\_\_\_

**STATE OF RESIDENCE** (for use on your certificate): \_\_\_\_\_

**FIRM:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Month Day Year

**PLEASE COMPLETE PAGE TWO OF THIS FORM**

**STATE AND FEDERAL COURT ADMISSIONS** (attach additional page if more space is needed):

|    | Status<br>(active, inactive) | Approx. Date Admitted<br>(if available) |
|----|------------------------------|---|
| 1. | _____                        | _____                                   |
| 2. | _____                        | _____                                   |
| 3. | _____                        | _____                                   |

**AVAILABILITY FOR COURT-APPOINTMENT:**

Do you want to be considered for court appointments Yes  No

If yes, specify case types below:

- |   |  |
|---|--|
| 1. Prisoner civil rights cases <input type="checkbox"/> | 4. Habeas corpus cases <input type="checkbox"/>  |
| 2. Capital punishment cases <input type="checkbox"/>    | 5. Indigent civil cases <input type="checkbox"/> |
| 3. Federal criminal appeals <input type="checkbox"/>    | 6. All case types <input type="checkbox"/>       |

If yes, state whether you are fluent in a language other than English: Yes  \_\_\_\_\_ No   
language(s)

**OATH**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will conduct myself as an attorney and counselor of this court, uprightly and according to law; and that I will support the Constitution of the United States.

\_\_\_\_\_  
(signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary commission expires:

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature and title)

**MOTION FOR ADMISSION**

I, \_\_\_\_\_, a member of the Bar of the United States Court of Appeals for the Fourth Circuit, hereby move the admission of the applicant to the Bar of the Court. I am satisfied that the applicant possesses the qualifications provided by Federal Rule of Appellate Procedure 46(a). [This rule states, in part: "An attorney is eligible for admission to the bar of a court of appeals if that attorney is of good moral and professional character and is admitted to practice before the Supreme Court of the United States, the highest court of a state, or another United States court of appeals, or a United States district court . . . ."]

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature and title)

## **FAX & E-MAIL NOTICING SYSTEM**

*U.S. Court of Appeals for the Fourth Circuit, 1100 East Main Street, Richmond, Virginia 23219*

Attorneys and pro se parties are encouraged to register for the Fourth Circuit's Fax & E-Mail Noticing System (FENS). With FENS, you will receive immediate service of court orders, opinions, notices, and correspondence at your preferred e-mail address or fax number, thereby receiving notice of court action several days earlier than you would through U.S. Mail.

FENS works automatically. When an order, opinion, or notice is entered on the docket, the system calls up your previously entered e-mail address or fax number. You receive your electronic copy of the document shortly after its entry on the docket. You must select **one** method of service through FENS: e-mail or fax. If neither method is selected, you will continue to receive all notices through U.S. Mail.

The e-mail address or fax number you provide for FENS will be used to serve you with court documents in all Fourth Circuit cases in which you are counsel of record or in which you are representing yourself. FENS can accommodate only one address per person for service. You must notify the clerk's office immediately of any change in your e-mail address or fax number.

E-mail is the fastest method of service and also enables you to forward the document to others in electronic form. To ensure that court documents are routinely pulled and distributed when you are out of the office, you may wish to provide a general office or other shared e-mail address. Please ensure that your automation staff has been notified that any filtering software on your computer or server should not block delivery of e-mail from [casenotify@ca4.uscourts.gov](mailto:casenotify@ca4.uscourts.gov), the e-mail address used by FENS. Otherwise, court e-mail could be discarded as "spam" without notice to either you or the court. If the court does receive notice of a failed e-mail transmission, the deputy who sent the e-mail will call and verify the e-mail address and condition of equipment and ensure that you receive a copy of the document. Documents are sent as e-mail attachments in Adobe Acrobat PDF format. The only software required to open and print documents is Adobe Acrobat Reader (5 or above). If you do not have Adobe Acrobat Reader software, it can be downloaded free from the internet at the following site: <http://www.adobe.com/products/acrobat/readstep2.html>.

If you elect to receive service by fax, a dedicated fax line is required. A cover page will accompany the document. If a fax transmission fails, the deputy sending the message will call and verify the fax number and condition of equipment and ensure that you receive a copy of the document.

Generally, electronic service of a court document will be the only service provided. Although most court documents are issued through FENS, occasions may arise when FENS is not used, in which instance the document will be sent via U.S. Mail. The clerk's office will provide a paper copy of any document upon request.

I hope you will consider participating in FENS; the system will provide you with earlier notice of action by the court in your cases. Please contact Suzanne Ruble or Beth Walton at 804-916-2708 with any questions about FENS.

Patricia S. Connor, Clerk

***AGREEMENT TO PARTICIPATE IN ELECTRONIC NOTICING SYSTEM***

**Do Not Return this Form More than Once. It Applies to All Cases in this Court  
Do Not Return This Form if You Wish to Receive Documents Via U.S. Mail.**

To participate in FENS, simply complete this form and provide the e-mail address or fax number at which you wish to receive service of documents from the court. A separate form must be completed for each attorney or party participating. By signing the form, you consent to service of court documents by e-mail or fax pursuant to FRAP 25(c)(1)(D) in all cases in which you are counsel of record or are representing yourself, with the understanding that electronic service will be the only form of service you receive. Consent to service of court documents by e-mail or fax does not constitute consent to service of a party's documents by e-mail or fax, though the parties may enter into such an agreement separately.

I consent to electronic service of orders, correspondence, opinions, and other documents issued by the United States Court of Appeals for the Fourth Circuit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Firm Name (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Voice Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address (print or type)

I prefer to receive notice by:

E-mail

Fax

Please send the completed form to **Clerk, U.S. Court of Appeals, 1100 East Main St., Suite 501, Richmond, VA 23219, or via fax to 804-916-2713** (fax number may be used only for FENS registration). We will register you in FENS and ask you to confirm receipt of a test message issued through FENS.