CO-A600 Rev. 11/05

# 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.

### <u>Certificate of Good</u> <u>Standing</u>

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 <u>not</u> 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				
	<u>I LITTION</u>				
I, the District of Column support of my petition	hereby petition the United States District Court for bia to admit me to practice before the aforementioned Court, and in I state as follows:				
district court that offe	to practice before the DISTRICT OF COLUMBIA BAR or the following rs reciprocal admission (please indicate the name of federal court andand I am currently nding.				
My legal training and	experience are as follows:				
(If none, so state.) (St	on which I have been held in contempt of Court are set forth as follows: ate the nature of the contempt and the final disposition thereof. Attach ecessary.)				
disciplined or disbarre	on which I have been convicted of a crime, censured, suspended, ed by any Court are set forth as follows: (If none, so state.) (State the es connected therewith. Attach additional sheets if necessary.)				
of this Court and also the requirements appl checked before the pe a contested evidentian	is Court place certain requirements on counsel for admission to the Bar to practice. Please indicate, by checking on the reverse side, which of y. In addition to requirement #1, either requirement #2 or #3 must be tition will be accepted. If you wish to appear as sole or lead counsel in ry hearing or trial on the merits at least one of the listed requirements of the certificate must be checked.				

## ADMISSION TO PRACTICE CERTIFICATE

(DA	TE) (PETITIONER'S SIGNATURE)
further notice	that my petition will be heard on the date prescribed by Rule 83.8(d) of this Court and that no of said hearing will be given. At the time of my admission, I will be prepared to take the oath 83.8(e). I declare under penalty of perjury that the foregoing is true and correct.
	Please Send Do Not Send
#7 <u> </u>	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 <u>pro se</u> litigants. I have indicated below whether I would like to receive additional information regarding the Court's Civil Pro Bono Panel.
	on of Local Rules 83.10(a) and 83.11, the undersigned applicant certifies that:  (OPTIONAL)
	sponsored by the District of Columbia Bar or accredited by a State Bar. [Local Rule 83.2(b)(3)].
#6	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  I have satisfactorily completed a continuing education trial advocacy course of at least 30 hours
#5	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  I have participated in a junior capacity in an entire contested jury or bench trial in a federal
#4	I have previously acted as sole or lead counsel in a federal district court or the Superior Court
merits further	certifies that: (OPTIONAL)
•	tho wishes to appear as sole or lead counsel in a contested evidentiary hearing or trial on the
#3	and/or I am familiar with the Federal Rules of Criminal Procedure [Local Rule 83.8(b)(6)(ii)].
#2	I am familiar with the Federal Rules of Civil Procedure [Local Rule 83.8(b)(6)(ii)];
	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
#1	(MANDATORY)  I have read and am familiar with the provisions of the Judicial Code (Title 28 United States
in compliance	with Local Rule 83.8(b)(b) the undersigned applicant hereby certifies that:

## (PLEASE PRINT OR TYPE - EXCEPT FOR SIGNATURE)

	SPONSOR'S AFFIDAVIT AND MOTION	
	was admitted to practice before the BAR OF THE UNITED ST	
number is	_ and I am currently an active member in good standing of the Bar of the District of Columbia. I have known the petitioner for at least one year, und	Uni
My knowledge of said petition	ner's moral character is as follows:	
My knowledge of said petition	ner's experience is as follows:	
I am satisfied that the petition and I, therefore, move his/he	ner has the necessary qualifications to become a member of the bar of this r admission.	Со
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	
	by Attorney Admissions Office)

#### PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

## **CLOSING DATES**

RECEIVE APPLICATION ADMISSION CEREMONY NO LATER THAN: WILL BE HELD ON:

November 21, 2005 December 5, 2005

December 23, 2005 January 9, 2006

January 23, 2006 February 6, 2006

February 20, 2006 March 6, 2006

April 2 2006

March 20, 2006 April 3, 2006

April 17, 2006 May 1, 2006

May 22, 2006 June 5, 2006

June 26, 2006 July 10, 2006

July 24, 2006 August 7, 2006

August 25, 2006 September 11, 2006

September 18, 2006 October 2, 2006

October 23, 2006 November 6, 2006

November 20, 2006 December 4, 2006

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#### NOTE:

You will <u>NOT</u> 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						
	Security Number					
DC Bar ID#:						
Firm Name						
Firm Address						
Voice 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:	Attn: Attorney	Avenue NW, Room 1225
Applicant's Signature		
Full Last Name	Initial of First Name	Last 4 Digits SS#