

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

**MEMORANDUM**

To: Attorneys Applying for Admission to Practice in the Eastern District of Texas  
From: Attorney Admissions Clerk  
Subject: Application for Admission to Practice

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Attached is an Application for Admission and a Motion for Admission to Practice. Compliance with the following instructions will help to expedite the admission process.

1. Please complete the application for admission using **BLACK INK**. Be sure to:
  - (A.) Answer every question
  - (B.) Complete the Oath of Admission at the end of the Application for Admission
  - (C.) Have the Oath of Admission notarized with a seal affixed
2. Have the Motion for Admission completed by an attorney who meets the criteria outlined in the motion.
3. Send the original application for admission, motion for admission and a check in the amount of \$150.00 made payable to "U.S. District Clerk" to the following address:

Clerk, US District Court  
ATTN: Attorney Admissions Clerk  
300 Willow, Room 104  
Beaumont, Texas 77701

The attorney admission fee in the amount of \$150.00 is required by statute. The local bar membership fee of \$10.00 per year which shall be paid triennially is waived per General Order 08-14.

Once your application is approved, a certificate of admission will be mailed to you. It should be noted that **attorneys are responsible for entering in the Court's CM/ECF database any change in your address, firm affiliation and/or telephone number. Also, please note that your state bar number is required on ALL PLEADINGS filed in this court.**

If you have any questions regarding the application process, please call the attorney admissions clerk at (409) 654-7000. All portions of the application must be complete for proper processing and approval.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

*Please type or use black ink to complete this form*      DATE OF APPLICATION: \_\_\_\_\_

\_\_\_\_\_  
*LAST NAME                  GENERATION                  FIRST NAME                  MIDDLE/MAIDEN NAME*

DATE OF BIRTH: \_\_\_\_\_      GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

SSN: \_\_\_\_\_      TEXAS BAR NO. \_\_\_\_\_

STATE JUDGE: YES \_\_\_\_\_ (*no fee required*)      NO \_\_\_\_\_

ARE YOU AN ATTORNEY FOR A GOVERNMENTAL AGENCY? YES \_\_\_\_\_ NO \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_      FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SECONDARY EMAIL ADDRESS: \_\_\_\_\_

*IF YOU ANSWER YES TO ANY OF THE FOLLOWING THREE QUESTIONS, PLEASE ATTACH A SEPARATE SHEET OF PAPER TO THIS APPLICATION AND PROVIDE A DETAILED EXPLANATION.*

1. Has any application for admission to practice before any court ever been denied you or has your privilege to practice before any court ever been suspended?    YES \_\_\_\_\_    NO \_\_\_\_\_
2. Has disciplinary action been taken against you by any court or by any Bar Association or Committee that would reflect unfavorably upon your conduct, competency or fitness as a member of the Bar?    YES \_\_\_\_\_    NO \_\_\_\_\_
3. Other than minor traffic violations, have you ever been charged, arrested or convicted of a criminal offense?    YES \_\_\_\_\_    NO \_\_\_\_\_

Please list other courts in which you are currently admitted to practice: \_\_\_\_\_

Are you willing to accept appointments representing indigent defendants in criminal cases?  
YES \_\_\_\_\_    NO \_\_\_\_\_

I acknowledge that I have read Local Rule AT-3, the "Standards of Practice to be Observed by Attorneys" and the local rules of this court. I agree by evidence of my initials below that I will comply with these standards and local rules.

*Please initial here:* \_\_\_\_\_

## OATH OF ADMISSION

I, \_\_\_\_\_, DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL DISCHARGE THE DUTIES OF ATTORNEY AND COUNSELOR OF THIS COURT FAITHFULLY, THAT I WILL DEMEAN MYSELF UPRIGHTLY UNDER THE LAW AND THE HIGHEST ETHICS OF OUR PROFESSION; AND THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES.

\_\_\_\_\_  
*Signature of Applicant*

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC or other officer*

***This oath shall be sworn before a Notary Public or any other person authorized to administer oaths and the seal affixed.***

APPROVED FOR THE COURT: \_\_\_\_\_

*for David J. Maland  
Clerk, U.S. District Court  
Eastern District of Texas*

*UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS*

MOTION FOR ADMISSION OF ATTORNEY TO THE  
US DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS

I, \_\_\_\_\_, move for the admission of \_\_\_\_\_  
\_\_\_\_\_, Applicant, to the bar of this court and in support, state the  
following:

1. I am not related to the Applicant.
2. I am a member in good standing of (  ) The State Bar of Texas and/or (  ) The Bar of the United States District Court for the \_\_\_\_\_ District of \_\_\_\_\_.
3. I have known Applicant personally and professionally for \_\_\_\_\_ months/ years and am well acquainted with Applicant's character.
4. I have reviewed Applicant's application and the information in it is true to the best of my knowledge and belief.
5. I believe that Applicant is qualified for admission to the Bar of this Court, is competent to practice before this Court and has good private and professional character and standing.

WHEREFORE, PREMISES CONSIDERED, I recommend Applicant for admission to practice before this court.

Respectfully Submitted,

\_\_\_\_\_  
Signature of Movant

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Texas Bar Number: \_\_\_\_\_