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

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. Be sure to: (A.) Answer every question

(B.) Complete the Oath of Admission at the end of the Application before a notary public

with the notary seal affixed.

2. Have the Motion for Admission completed by an attorney who is a member in good standing of the

State Bar of Texas and/or of any United States District Court.

3. Send the original application for admission, motion for admission and a check in the amount of

$181.00 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 $181.00 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 e-mailed to you. If you have any questions regarding the application process, please call the attorney admissions clerk at (409)

654-7000.

/attyadm Revised 09/16/2010

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TEXAS

LAST NAME GENERATION FIRST NAME MIDDLE/MAIDEN NAME

DATE OF BIRTH: GENDER: Male Female

TEXAS BAR NO. OUT OF STATE BAR NO.

FIRM NAME:

FIRM ADDRESS:

TELEPHONE NUMBER: FAX NUMBER:

EMAIL ADDRESS:

SECONDARY EMAIL ADDRESS:

IF YOU ANSWER YES TO EITHER OF THE NEXT 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

4. Please list other courts in which you are currently admitted to practice:

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.

Date and 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.

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 U. S. 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

State Bar No:\_ \_

Firm Name: \_

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

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Telephone: