

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
Date: May 16, 2022

Attached is an Application for Admission to Practice, Oath of Admission form, and Motion for Admission to Practice. Compliance with the instructions below is required:

- 1) Answer every question on the Application for Admission to Practice.
- 2) Complete the Oath of Admission before a notary public, who must affix the notary's seal.
- 3) Have the Motion for Admission completed by an attorney who is a member in good standing of the State Bar of Texas or of any United States District Court.
- 4) Send the original Application for Admission to Practice, Oath of Admission, Motion for Admission, and a check in the amount of \$188.00 made payable to "U.S. District Clerk" to the following address:

Clerk, US District Court
ATTN: Attorney Admissions Clerk
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

Please note: The attorney admission fee of \$188.00 is required by statute. The local bar membership fee of \$10.00 per year has been waived per General Order 08-14.

- 5) Once approved, the clerk will email your Certificate of Admission to Practice to you. After you receive that email, you must immediately register for an electronic filing account. (This step is required to import your attorney record into the court's NextGen ECF system.) Please follow the instructions available here: <http://txed.uscourts.gov/?q=cmecef-nextgen>.

If you have questions, please call (903) 590-1007.

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS

LAST NAME GENERATION FIRST NAME MIDDLE NAME

DATE OF BIRTH: _____ GENDER: Male _____ Female _____

TEXAS BAR NO.: _____ OTHER STATE/BAR NO.: _____

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

**IF YOU ANSWER YES TO ANY OF THE NEXT THREE QUESTIONS,
PROVIDE A DETAILED EXPLANATION ON A SEPARATE SHEET OF PAPER.**

1. Have you previously applied for admission to practice before any court and been denied, 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 for 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: _____

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: _____

Telephone: _____