



**BAR ADMISSIONS APPLICATION PACKET**  
**BATON ROUGE BAR ASSOCIATION AND**  
**BATON ROUGE CHAPTER OF THE FEDERAL BAR ASSOCIATION**  
**2017 ADMISSION TO THE COURTS CEREMONY**  
**3:00 P.M. - DECEMBER 12, 2017**  
**UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA**

Registration Instructions:

1. Complimentary membership in the BRBA is offered to attorneys in their first year of practice. To join the BRBA, please complete the membership form included in this packet.
2. On Dec. 12, 2017, attorneys have the opportunity to be admitted to the Eastern, Western and Middle Districts of Louisiana and the U.S. Court of Appeals for the Fifth Circuit. Each court requires a separate application and a separate check (**no cash, please**) made payable to the appropriate court.
3. The Eastern, Western and Middle Districts and the Fifth Circuit do not require Certificates of Good Standing for attorneys admitted in Louisiana in October 2017.
4. An ORIGINAL Certificate of Good Standing is required for each court to which you are applying if you were admitted PRIOR to JUNE 1, 2017.
5. In order to obtain your Certificates of Good Standing, you must call the Louisiana Supreme Court at (504) 310-2315. You will be asked to leave a message with your name, bar roll number, phone number and the number of certificates you need. You can either have the certificates mailed to you or can pick them up at the Court. You should call as soon as possible as it may take the Court up to five days to process your request. There is a \$20 fee for each certificate requested. Certificates mailed to you must be paid for in advance. Certificates picked up at the court must be paid for upon receipt. Checks should be made out to: Clerk of Courts Office, Louisiana Supreme Court. Checks should be mailed to Clerk of Courts Office, Louisiana Supreme Court, 400 Royal St. Ste. 4200, New Orleans, LA 70130.

Alternatively, you may contact Louisiana State Bar Association Member Records Assistant, Sharon L. Lessing, at (504) 619-0101 or [sharon.lessing@lsba.org](mailto:sharon.lessing@lsba.org) for a certificate of good standing.

6. The Fifth Circuit Court of Appeals requires registration for a CM/ECF Filing Account with the Fifth Circuit to complete your admissions process. Please register for an account **prior** to turning in your admission paperwork to ensure timely processing of your admission. Here is a direct link to the registration page: <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-regform.pl>
7. All completed applications, Certificates of Good Standing and the appropriate fee for each court to which you are seeking admission must be **RECEIVED** by Ann K. Gregorie at the BRBA by **NOVEMBER 13, 2017**. The mailing address for the BRBA is P.O. Box 2241, Baton Rouge, LA 70821. The physical address is 544 Main Street, Baton Rouge, LA 70801.

## FREQUENTLY ASKED QUESTIONS

**Do I have to turn in a separate petition for each court?** *Yes, each court requires an originally signed petition.*

**Do I have to type the petitions?** *This requirement has been waived for this program. Petitions do not have to be typed, but they have to be printed legibly in blue or black ink.*

**Which forms must I submit for the Eastern District?** *Besides the petition for admission, the Eastern District requires that you complete the Attorney Registration Statement and the Electronic Case Filing System Attorney Registration Form.*

**Which forms must I submit for the Western District?** *Besides the petition for admission, the Western District requires that you complete the Written Oath for Admission to Practice. If you are NOT a newly admitted Louisiana attorney, you must also submit a Certificate of Good Standing. You must do this only IF you were admitted to practice more than 60 days before June 1, 2017.*

**Which forms must I submit for the Middle District?** *The Middle District is no longer accepting hard copies of petitions, but requires that applications for admission to practice be completed on line. The registration link is:*

<https://www.lamd.uscourts.gov/BarAdmission/>

*By selecting Baton Rouge on the drop down bar for the mass swearing in ceremony site, you will direct them to send your certificate to the BRBA for distribution at our program.*

**Which forms must I submit for the Fifth Circuit?** *Please refer to the following documents included in this packet: "Applying for Admission with the Fifth Circuit Court of Appeals" and "Submitting an Attorney Bar Application Electronically to the Fifth Circuit" for additional information.*

**Can I write one check to cover everything?** *You must submit a separate check for each court.*

**Where do I send the completed documents?** *Mail or hand-deliver all completed documents with accompanying checks to:*

**Baton Rouge Bar Association  
544 Main St.  
Baton Rouge, LA 70801**

## 2017 Admission to the Courts Ceremony Registration Form

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

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

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

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Bar Roll Number: \_\_\_\_\_ Date admitted: \_\_\_\_\_

**Indicate the courts to which you wish to be admitted:**

*Please complete and return with applications for admittance*

**U.S. Court of Appeals for the Fifth Circuit**

\_\_\_\_\_ I wish to apply for admission to practice in the U.S. Court of Appeals for the Fifth Circuit. Applications (and payments, check or credit card) should be submitted to the court electronically for processing with a note on the application that you are participating in the Baton Rouge Bar swearing in ceremony. You will receive your certificate at the ceremony.  
\_\_\_\_\_ The admission fee is \$231.00 made payable to Clerk, United States Court. Please note you must register first for a Pacer Appellate Account – [https://www.pacer.gov/reg\\_ap.html](https://www.pacer.gov/reg_ap.html)

**U.S. District Court for the Eastern District of Louisiana**

\_\_\_\_\_ I wish to apply for admission to practice in the U.S. District Court for the Eastern District of Louisiana

I am enclosing:

\_\_\_\_\_ An Original, signed and notarized "Petition for Admission"  
\_\_\_\_\_ Electronic Case Filing System Attorney Registration form  
\_\_\_\_\_ Attorney Registration Statement  
\_\_\_\_\_ A check for \$226.00 made payable to Clerk of Court

**U.S. District Court for the Western District of Louisiana**

\_\_\_\_\_ I wish to apply for admission to practice in the U.S. District Court for the Western District of Louisiana

I am enclosing:

\_\_\_\_\_ An Original, signed and notarized Petition for Admission  
\_\_\_\_\_ An Original "Written Oath for Admission to Practice"  
\_\_\_\_\_ Certificate of Good Standing only IF admitted prior to June 1, 2017  
\_\_\_\_\_ A check for \$206.00 made payable to Clerk of Court

**U.S. District Court for the Middle District of Louisiana**

The Middle District requires that all Petitions for Admission to practice be submitted electronically and fees paid online with a credit card. You will receive your certificate during the swearing in ceremony. To apply for admission to the bar of this court visit the court's website at <https://www.lamd.uscourts.gov/BarAdmission/> and select the Baton Rouge as the site of the Mass Admission ceremony. The admission fee is \$226.00.

\_\_\_\_\_ I have applied online for admission to practice in the U.S. District Court for the Middle District of Louisiana, and I wish to receive my certificate of admission at the swearing in ceremony on December 12, 2017.

# MEMBERSHIP APPLICATION

Membership in the Baton Rouge Bar Association provides you with many opportunities for professional enrichment and public service.

- Accredited continuing legal education programs at substantially reduced charge to members
- Bar luncheons featuring guest speakers and professional camaraderie
- Professionally printed magazine with substantive legal articles and editorial commentary
- Optional membership in various specialty and substantive law sections
- 24/7 access to website ([www.brba.org](http://www.brba.org)), which includes an events calendar, a members-only section and an online pictorial directory
- Lawyer Referral Service membership at a nominal additional fee
- Court liaison committees to promote communications between the bench and bar
- Annual Bench Bar Conference
- Support services provided for Pro Bono volunteers
- Variety of social functions
- Young Lawyers Section events
- FREE annual professionalism CLE seminar
- Members save 15% on every ABA book purchased (with code)

Take advantage of the BRBA member services, complete and return this application today with a check made payable to BRBA or with credit card information filled out below. Fill out this interactive form, print it and mail to: Baton Rouge Bar Association, P. O. Box 2241, Baton Rouge, LA 70821, or fax to: 225-344-4805. Questions? Phone: 225-344-4803.

MR. / MS. \_\_\_\_\_ FULL NAME \_\_\_\_\_

AGENCY/FIRM NAME \_\_\_\_\_ DOB \_\_\_\_\_  
(Enter: MO / DA / YEAR)

BUSINESS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ FAX \_\_\_\_\_ WEBSITE/URL \_\_\_\_\_

LSBA BAR ROLL NUMBER \_\_\_\_\_ DATE ADMITTED \_\_\_\_\_ EMAIL \_\_\_\_\_  
(Enter: MO / DA / YEAR)

AREAS OF PRACTICE \_\_\_\_\_ CELLPHONE \_\_\_\_\_

LAW SCHOOL \_\_\_\_\_ OTHER STATES ADMITTED TO PRACTICE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

REGISTRANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## 2018 ANNUAL DUES SCHEDULE (check type of membership)

**REGULAR MEMBERSHIP** – Open to all members in good standing of the Louisiana State Bar Association or other state bar associations who are regularly engaged in the practice of law in the parishes of East Baton Rouge or West Baton Rouge, or who reside in the parishes of East Baton Rouge or West Baton Rouge.

REGULAR RATE	GOVERNMENT RATE	
<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	(Admitted between Oct. 2017 & 2018)
<input type="checkbox"/> \$90	<input type="checkbox"/> \$80	(Admitted between 2013 & Sept. 2017)
<input type="checkbox"/> \$125	<input type="checkbox"/> \$100	(Admitted between 2008 & 2012)
<input type="checkbox"/> \$160	<input type="checkbox"/> \$120	(Admitted prior to 2008)
<input type="checkbox"/> \$150	<input type="checkbox"/> \$110	(Over 65 years of age)

**GOVERNMENT RATE** – All attorneys who are employed by the city, state or federal government and who may or may not be a member of the Public Law Practice Section are entitled to join the BRBA at a special government rate.

**ASSOCIATE MEMBERSHIP\*** – Open to all members in good standing of the Louisiana State Bar Association or other state bar associations who are regularly engaged in the practice of law in the State of Louisiana, but who practice and reside outside of the parishes of East Baton Rouge or West Baton Rouge. \*Associate members are entitled to all membership privileges except to vote and to hold office.

\$80 (All Associate Members)

### SECTION MEMBERSHIPS

<input type="checkbox"/> Appellate Section	\$25
<input type="checkbox"/> Bankruptcy Section	\$25
<input type="checkbox"/> Business/Corporate Law Section	\$25
<input type="checkbox"/> Construction Law Section	\$25
<input type="checkbox"/> Family Law Section	\$25
<input type="checkbox"/> In-House Counsel	\$25
<input type="checkbox"/> Public Law Practice Section	\$10
<input type="checkbox"/> Workers' Compensation Section	\$20
<input type="checkbox"/> Young Lawyers Section	\$0

YES, I would like to receive **emails** or **faxes** from the BRBA (or BRBF) regarding upcoming meetings, events and bar association news.

### CREDIT CARD INFORMATION:

Name (as it appears on credit card): \_\_\_\_\_

Credit Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Card: (check one):  MC  VISA  AmerExp  Discover

Security Code (from back of card): \_\_\_\_\_

OFFICE USE: RECEIVED \_\_\_\_\_ LETTER \_\_\_\_\_ ROSTER \_\_\_\_\_ WS \_\_\_\_\_ LSBA \_\_\_\_\_

U. S. Court of Appeals  
for the Fifth Circuit

## Applying for Admission with the Fifth Circuit Court of Appeals

Applications for the Fifth Circuit Court of Appeals are submitted and paid through the Court's CM/ECF system. Please register for a **Pacer CM/ECF APPELLATE FILER Account with the Fifth Circuit** to begin your admissions process. Please indicate you are an ATTORNEY, NOT ADMITTED TO PRACTICE in the Fifth Circuit on the registration form.

A direct link to register for an **Appellate Filer Account** is:

<https://www.pacer.gov/psco/cgi-bin/cmecf/ea-regform.pl>

Registration tips:

- Passwords must be 8 - 14 characters and contain at least 2 non-alphacharacters; you can enter a password of your choosing or allow the system to generate one for you
- Please note that the form is for ALL appellate courts and you must check off the box for the Fifth Circuit

Once registered, and after you receive you bar roll number, you are ready to complete your application. The application is attached, please fill out the application and sign it in front of a Notary. You must also have a Movant (an attorney who is a current member of the Fifth Circuit) sign your application -if you do not know a current member to sign your form, you may write a letter asking for the Clerk of Court to sponsor your membership (upload this letter with your application). After your application is complete, scan it and save it as a PDF file on the computer you will use to complete your registration process.

Attorneys newly admitted to the state bar (within 30 days) DO NOT need to supply a Certificate of Good Standing.

Once your Application is prepared and scanned and you are ready to upload your application and pay the required fee of \$231.00 (both credit card or checks are paid on-line).

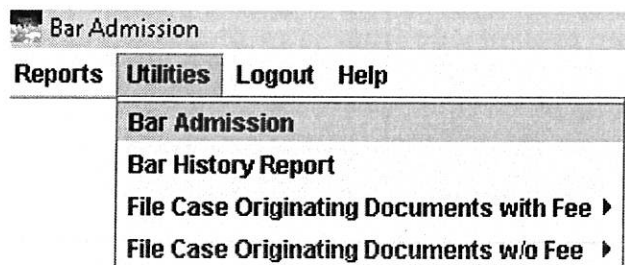
### Submitting an Attorney Bar Application Electronically to the Fifth Circuit:

Note: Non-bar members must register to become an ECF filing user in order to submit a bar application for admission electronically. Limited access privileges will be approved until admitted to the Fifth Circuit's bar, at which time full electronic filing access will be authorized.

Applications for Admission must be submitted by the registered ECF filer attorney only. Attorneys may not submit applications on behalf of other attorneys.

Turn off pop-up blockers in your browser.

1. Log in to CM/ECF electronic filing system.
2. From the Startup page, select the menu option '**Utilities**'.
3. Select the option '**Bar Admission**'.



4. Be sure to read the instructional text provided.
5. Enter the '**State Bar Number**'.
6. Select from the '**Fee Waiver Reason**' drop-down list, if applicable.
7. Select '**State of Residence**'.
8. Click the [Browse] button to upload the completed Application and Oath for Admission PDF document.
9. Enter the description of the document in the '**Description**' field.
10. Click [Add Another Document] to upload any additional attorney bar admission related documents, such as the required Certificate of Good Standing.
11. Enter the description of the additional related document(s) in the '**Description**' field.
12. Click the [Pay Now and Submit Application] button to launch the Pay.gov website. The current fee schedule is located at <http://www.ca5.uscourts.gov/forms-fees/fees/fee-schedule>."
13. If a valid Fee Waiver Reason was selected, click the [Submit Documents] button.

Manner Application Received: Electronic Submission State Bar Number: 78910

Fee Waiver Reason: A Waiver Not Applicable State of Residence: LA

Fee Amount:

Document: COUP-PDFs ANSWER filed.pdf Browse... Description: Application and Oath for Admission

Document: PPEARANCE aty not active pdf Browse... Description: Certificate of Good Standing

Add Another Document

Pay Now and Submit Application

Cancel

When the 'Bar Status' is Pending Review: Attorneys are permitted to return to the 'Bar Admission' screen to upload additional documents as necessary.

### Bar Admission

Jurisdiction: 5th Circuit Court of Appeals

Bar Status: Pending Review

Manner Application Received: Electronic Submission State Bar Number: 78910

Fee Waiver Reason: A Waiver Not Applicable State of Residence: AK

Fee Amount: Fee Receipt Number: 05-164038-412

Document: Browse... Description:

Add Another Document

### View Document(s)

Document	Description
1	test admissions

Submit Documents

Cancel



Submitting a Payment via the Pay.gov website

The 'Online Pay.gov Payment' window will launch.

**Option 1: ACH Debit - Paying from a bank account.**

Enter Payment Information. The mandatory fields are marked with "red asterisks" (\*).

Click the [Continue with ACH Payment] button.



**System Message**

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

**Step 1: Enter Payment Information**

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number  
:0 26 946 763:    9 243 76 7390    1 234

Payment Date: 01/29/2015

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process

**Option 2: Credit Card Payments.**

Enter Pay via Plastic Card Information. The mandatory fields are marked with "red asterisks".  
Click the [Continue with Plastic Card Payment] button.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount:

Billing Address:  \*

Billing Address 2:

City:

State / Province:  \*

Zip / Postal Code:

Country:  \*

Card Type:  \*



Card Number:  \*

\*Card number value should not contain spaces or dashes

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**AUTHORIZING THE PAYMENT**

The 'Authorize Payment' screen will launch.

Review the 'Payment Summary' information (ref. 1).

Click 'Edit this information' to make changes, if necessary (ref. 2).

*Email Confirmation Receipt:* Enter the email address to receive an email confirmation of the payment (ref. 3).

*Authorization and Disclosure:* Click the box to authorize payment (ref. 4).

Click the [Submit Payment] button to complete the payment (ref. 5).



## Online Payment

[Return to your originating application](#)

### Step 2: Authorize Payment

1 | 2

**1**  
Payment Summary [Edit this information](#) **2**

#### Address Information

Account Holder Name: Donna Tester  
Billing Address: 111 Test Road  
Billing Address 2:  
City: New Orleans  
State / Province: LA  
Zip / Postal Code: 70130  
Country: USA

#### Account Information

Card Type: Visa  
Card Number: \*\*\*\*\*1111

#### Payment Information

Payment Amount:  
Transaction Date 01/22/2015 16:29  
and Time: EST

#### Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below

Email Address:

Confirm Email Address:

**3**

CC:

\* Separate multiple email addresses with a comma

#### Authorization and Disclosure

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement  **4**

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions

**5**

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

From the 'Receipt' screen, a receipt may be printed for the completed transaction.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 05-164248-398

Payment Date: 01/22/2015

Amount:

Fee Type: Attorney Admission

**You can click the *Close Window* button and log out of CM/ECF.**

Close Window

Click the [Close Window] button.

**\*\*BATON ROUGE BAR ASSOCIATION\*\*  
APPLICATION AND OATH FOR ADMISSION**

**U. S. COURT OF APPEALS FOR THE FIFTH CIRCUIT, 600 S. Maestri Place, New Orleans, LA 70130**

**PERSONAL STATEMENT**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Firm or Agency \_\_\_\_\_

Street Address \_\_\_\_\_ Suite \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security No. \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex:  M  F

List State Bars to which admitted, and State Bar Numbers \_\_\_\_\_

Pursuant to FED. R. APP. P. 46(a), you must be a member in good standing of a federal or state court/bar. Please attach a certificate of good standing from a qualifying court identified below. (NOTE, a certificate of good standing is not required if you were initially admitted to a state bar or state supreme court within 30 days of this application or if you are an attorney working for the U.S. Government or U.S. Judiciary.)

Court \_\_\_\_\_ Date Admitted \_\_\_\_\_

**Please answer the following questions.**

Yes No

1. Have you ever been known by any name other than the one appearing on this application? If so, attach a list of all other names used.
2. Have you been disbarred, suspended from practice or received a reprimand pertaining to your conduct or fitness to practice law from any court, department, bureau or commission of any State or the United States? Are any such proceedings or allegations pending against you? If so, attach a detailed explanation containing dates and circumstances.
3. Are you presently under investigation, or have you been a party to criminal, *or* civil proceedings alleging fraud, misrepresentation or other dishonesty? If so, attach a detailed explanation.

**ADMISSION FEE:** The \$231 admission fee is to be paid via Pay.gov if filing this document electronically in CM/ECF. If this document is forwarded by mail, the fee is paid by check payable to "Clerk, United States Court." If claiming a fee exemption under 5th Cir. R. 46.1, mark appropriate:  Court Apptd.  U.S. Counsel  Newly Graduated Military Attorney<sup>1</sup>

CASE NUMBER in Fifth Circuit (If Any), \_\_\_\_\_

**OATH (OR AFFIRMATION):** 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. I further swear (or affirm) all responses in my personal statement, including any attachments thereto, are true and correct to the best of my knowledge, information and belief.

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

Subscribed and sworn to before me a Notary Public in and for the parish/county of \_\_\_\_\_, State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Notary*

**As REQUIRED by Federal Rule of Appellate Procedure 46(a)(3), please have a current member of our bar complete the portion below:**

MOTION: I, \_\_\_\_\_ a member of the Bar of this Court, move the above attorney's admission.  
(Please print or type)

\_\_\_\_\_  
*Signature*

<sup>1</sup> Please see attached note.

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Note Regarding Newly Graduated Military Attorney Status:

In August 2008, we amended 5<sup>th</sup> CIR. R. 46.1 to allow an admission fee waiver for newly graduated lawyers admitted to practice in Louisiana, Mississippi, and Texas; and on initial extended active duty orders for service in the Judge Advocate General's Corps of the armed forces.

To claim an exemption please:

- 1) Mark the Newly Graduated Military Attorney box;
- 2) Provide a paper or electronic copy of your law school transcript, or other document from you school showing your graduation date;
- 3) Provide a paper or electronic copy of your orders directing you to report for extended active duty with the Judge Advocate General's Corps;
- 4) Provide documentation of bar admission.

If you have questions call 504-310-7700.

U.S. District Court  
for the Eastern  
District of  
Louisiana

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

IN RE: \_\_\_\_\_

PETITION FOR ADMISSION TO PRACTICE

TO THE HONORABLE, THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA

The petition of \_\_\_\_\_ with respect represents that:

I.

Petitioner resides at \_\_\_\_\_, in the City of \_\_\_\_\_, Parish of \_\_\_\_\_, State of Louisiana.

II.

Petitioner's office address is \_\_\_\_\_, in the City of \_\_\_\_\_, Parish of \_\_\_\_\_, State of Louisiana.

III.

Petitioner's general education consists of elementary and secondary school education and \_\_\_\_\_.

IV.

Petitioner's legal education consists of \_\_\_\_\_.

V.

Petitioner was admitted to practice before the Supreme Court and all of the inferior courts of Louisiana on \_\_\_\_\_. Other courts before which petitioner has been admitted to practice, together with the dates of admission are:

\_\_\_\_\_  
\_\_\_\_\_.



VI.

Petitioner is qualified to practice before this Court, is of good moral character, and is not subject to any pending disbarment or professional discipline procedure in any other court. (If the applicant has been convicted of a felony or has previously been subject to any disciplinary proceedings, full information about the conviction or about the disciplinary proceedings, including the charges and the result will be given.)

VII.

As required by Local Rule LR83.2.2, petitioner annexes hereto the certificates of two qualified persons as to petitioner's character.

VIII.

As required by the Administrative Procedures for Electronic Filing, petitioner annexes hereto a registration form for the court's electronic case filing system.

WHEREFORE, the petitioner pray that he/she may be duly admitted to practice before this Honorable Court.

---

Signature

---

Name Typed

---

Address

---

City/State/Zip Code

---

Telephone

---

Louisiana Bar Number

CERTIFICATE

I, \_\_\_\_\_, a member in good standing of the Bar of this court, do hereby certify that I have known \_\_\_\_\_, the petitioner herein, for more than ..... years (here specify in what way: personally, professionally, through business contacts, etc.): \_\_\_\_\_, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

\_\_\_\_\_  
Signature

CERTIFICATE

I, \_\_\_\_\_, a member in good standing of the Bar of this court, do hereby certify that I have known \_\_\_\_\_, the petitioner herein, for more than \_\_\_\_\_ years (here specify in what way: personally, professionally, through business contacts, etc.): \_\_\_\_\_, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

\_\_\_\_\_  
Signature

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

ATTORNEY REGISTRATION STATEMENT

Pursuant to Local Rule 83.2.2 of the United States District Court for the Eastern District of Louisiana

TITLE Mr. .... Mrs..... Miss..... Ms. .... LA Bar No. ....

NAME \_\_\_\_\_  
(Last) (First) (Middle)

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

OFFICE ADDRESS \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

BUSINESS TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

List below the Bars of all states, territories, districts, commonwealths or possessions or other courts of the United States to which you are admitted to and the dates of such admissions:

Bars

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: A Supplemental statement of any changes in the foregoing information shall be filed within 35 days of such change.

Rev 4/11

**United States District Court  
Eastern District of Louisiana  
ELECTRONIC CASE FILING SYSTEM  
Attorney Registration Form**

This form shall be used to register for an account on the Eastern District of Louisiana's Electronic Case Filing System (ECF). Registered attorneys will have privileges to submit documents electronically and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing System. If you are already admitted to practice, this form should be emailed to [ECF\\_Registration@laed.uscourts.gov](mailto:ECF_Registration@laed.uscourts.gov). If you are seeking admission to the bar of this Court, attach this form to your petition for admission to practice. The following information is required for registration:

**Please Type**

First/Middle/Last Name: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

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

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

\_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

(Attorney's email for electronic service)

Additional E-Mail Address: \_\_\_\_\_

(Secretary, central repository, etc.)

**\*\*Note: Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court, Eastern District of Louisiana, pursuant to Civil LR83.2.2 or be admitted for a particular case (pro hac vice) pursuant to Civil LR83.2.5. If allowed in the MDL case management order, attorneys may register for electronic case filing in MDL cases without being admitted to practice in this Court or admitted pro hac vice.**

**\*\*While training is not required to obtain a CM/ECF login and password, training is available via an online tutorial at the Court's website (<http://www.laed.uscourts.gov/cmecf/ecf.htm>).**

**\*\*By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the Electronic Filing System. The undersigned also consents to receive notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's Electronic Filing System and consents to receive service from other Filing Users by the Notice of Electronic Filing generated by the Court's Electronic Filing System. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised.**

**\*\*Pursuant to Local Rule 83.2.7, everyone who appears in court in proper person and every attorney permitted to practice in this court must be familiar with the Local Rules. Willful failure to comply with the rules, or a false certificate of compliance, is cause for disciplinary action.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature

## INSTRUCTIONS REGARDING OPTIONAL FORM ORDER

The following attachment is an optional form order admitting to the Bar an attorney who personally appeared before a District or Magistrate Judge seeking admission. This optional form is for use at the specific request of the District or Magistrate Judge.

In accordance with Rule 83.2.2 of the Local Civil Rules of the United States District Court for the Eastern District of Louisiana, the Court's admission procedure is indicated on the Court's website, [www.laed.uscourts.gov](http://www.laed.uscourts.gov), and appears under Attorney Information/Admissions.

**ORDER**

Considering the request of petitioner for admission to the bar of this Court,  
IT IS ORDERED that the petition be GRANTED and that petitioner be admitted to practice before  
this Court.

New Orleans, LA, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
United States District Judge/Magistrate Judge

U.S. District Court  
for the Western  
District of  
Louisiana

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA

**INSTRUCTIONS FOR COMPLETION OF PETITION FOR ADMISSION**

The attached Petition for Admission must be typewritten or printed legibly.

The Clerk should also be furnished with a **CURRENT** (dated within the last six months), **ORIGINAL** Certificate of Good Standing from the Clerk of the **SUPREME COURT OF THE STATE OF LOUISIANA or the Louisiana Bar Association** (must have the Court seal).

The two (2) attorneys that sign your petition **MUST** be a member of the Western District of Louisiana Bar. Their signatures must be original. No copied or faxed signatures will be accepted

We also require that you supply us with your Louisiana Bar Number.

REMIT check in the amount of \$206.00 with your application. Check should be made payable to "Clerk, U. S. District Court".

NO APPEARANCE IS NECESSARY OR REQUIRED.

If you should have any questions, please contact Stephanie Alvarez, Jury Administrator, at 318-676-4228.

In summary, to be admitted send:

- 1.) Completed Petition for Admission
- 2.) Completed "Written Oath for Admission to Practice"
- 3.) Original Certificate of Good Standing from LA Supreme Court or Louisiana Bar Association
- 4.) Admission fee of \$206.00

to

Clerk, United States District Court  
Attention: Jury Administrator  
300 Fannin Street, Suite 1167  
Shreveport, LA 71101



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA

PETITION FOR ADMISSION

Under the provisions of LR Rule 83.2.3, the undersigned attorney petitions the Court for admission to practice before this Court representing as follows:

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

HOME ADDRESS: \_\_\_\_\_  
(Street or P. O. Box)

\_\_\_\_\_  
(CITY) (ZIP CODE) (PARISH)

HOME TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ STATE BAR IDENTIFICATION NO. \_\_\_\_\_  
(State Bar ID # Is Required)

NAME OF FIRM: \_\_\_\_\_  
OFFICE ADDRESS: \_\_\_\_\_  
(Street or P. O. Box)

\_\_\_\_\_  
(CITY) (ZIP CODE) (PARISH)

OFFICE TELEPHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_ (include area code)

MY higher educational background is as follows:

SCHOOL	YEARS (dates)	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____

In addition to the bar of the Louisiana Supreme Court, I am admitted to practice before the following Courts:

COURT	DATE OF ADMISSION
_____	_____
_____	_____
_____	_____
_____	_____

I understand it is my responsibility to advise the Clerk's Office promptly in writing of any electronic mail or physical address changes. I understand that electronic mail filter software (SPAM filter) may interfere with receipt of e-mail notices and have verified that any such software installed on my computer or network will not filter out messages sent from enoticing@lawd.uscourts.gov. I understand this electronic notice will be in lieu of notice by any other means.

PRIMARY E-MAIL: \_\_\_\_\_  
SECONDARY E-MAIL(S) (e.g., secretaries, paralegal. Do not include co-counsel): \_\_\_\_\_

I have never been disbarred nor suspended from practice before any Court, department, bureau, commission or other body of the any state of the United States, nor have I received any reprimand from any such Court or other body, except \_\_\_\_\_ as follows: \_\_\_\_\_

I am qualified to practice before this Court and am not subject to any pending disbarment or professional discipline procedure in any Court, except as follows: \_\_\_\_\_

I have read in their entirety the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility, and the Local Rules for the Western District of Louisiana. I will follow and apply such rules before this Court.

SIGNED: \_\_\_\_\_

STATE OF LOUISIANA  
PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public, came and appeared \_\_\_\_\_, who after being duly sworn, did depose and say that all the allegations made in the above Petition for Admission are true and correct to the best of his/her knowledge.

\_\_\_\_\_  
Petitioner

THUS DONE AND PASSED, before me, Notary Public, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
Notary Public

ENDORSEMENT

I am admitted to practice before this Court and am familiar with \_\_\_\_\_ . I have read the Petition for Admission, and it is true to the best of my knowledge and belief. Petitioner is of good moral character and is qualified to practice before this Court.

ENDORSEMENT MUST BE ORIGINAL SIGNATURE (NO FAX OR COPY)

Signed _____	Signed _____
Name _____ (Type or Print)	Name _____ (Type or Print)
Date _____ LA # _____	Date _____ LA # _____

\*\*\*NOTICE\*\*\*

Effective January 1, 2008, it became mandatory to file by electronic means in the U. S. District Court, Western District of Louisiana. If you need more information about electronic filing, please refer to our website at [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov).

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA

WRITTEN OATH FOR ADMISSION TO PRACTICE

I DO SOLEMNLY SWEAR (OR AFFIRM) that I will support the Constitution of the United States; that I will well and faithfully discharge my duties as attorney and officer of this Court; and that I will demean myself uprightly and according to law and the recognized standards of ethics of the legal profession. I do further solemnly swear (or affirm) that I have read the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, and the Local Rules of the United States District Court for the Western District of Louisiana and that I am fully prepared to use and abide by them in my practice before this Court.  
SO HELP ME GOD.

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

STATE OF LOUISIANA, PARISH OF \_\_\_\_\_

Before me, the undersigned authority, personally came and appeared \_\_\_\_\_, to me personally known, who, being by me first duly sworn, did depose and say that the above and foregoing answers and statements were made by him or her and that they are true and correct.

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public