

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

JAMES R. SPENCER
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE
RICHMOND DIVISION**

Applicants are required to take the Oath of Admission in open court before a U.S. District Judge. An admission proceeding may be held prior to most court hearings, except jury trials and settlement/pretrial/final pretrial conferences. An attorney (the movant) previously admitted to the Eastern District must accompany the applicant to the court proceeding to make an oral motion for the applicant's admission.

To determine the time for an admission proceeding, the applicant may review the Court's schedule on our website (www.vaed.uscourts.gov) or call the Clerk's Office. The applicant is encouraged to check the Court's schedule or call the Clerk's Office shortly before appearing, in the event there are last minute changes to the docket.

The applicant and movant should report to the Clerk's Office 15 minutes before the admission proceeding, with the application in hand. After taking the oath, the applicant should return the application to the Clerk's Office and pay the required \$150.00 fee. Additionally, the applicant may request a Certificate of Good Standing, for \$15.00. The certificate will qualify the applicant to practice before the U.S. District Court for the Western District of Virginia. A current copy of the applicant's Virginia Bar card must be attached to the application and show that the applicant is an active member.

The Clerk's Office will prepare and mail a Certificate of Admission and the Certificate of Good Standing to the applicant a few days following the court proceeding.

