UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO
CLERK OF COURT

REBECCA BEACH SMITH
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 (all signatures must be original) in hand. After taking the oath, the applicant should return the application to the Clerk's Office and pay the required $181.00 fee. Additionally, the applicant may request a Certificate of Good Standing, for $19.00. 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.

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
RICHMOND DIVISION

APPLICATION TO QUALIFY AS AN ATTORNEY OF THE
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA

To: The Honorable Judges of the United States District Court for the Eastern District of Virginia

PERSONAL STATEMENT

FULL NAME (NO INITIALS PLEASE)_____

Virginia State Bar Identification Number _____

Firm Name _____

Firm Phone Number_____ Direct Dial Number _____

FAX Number _____

E-MAIL Address _____

Office **Mailing** Address _____

Date of Birth _____

I was born in (City, State, Country) _____

My mother's maiden name is (was) _____

I was naturalized at _____(Place) on _____(Date)

I have been a practitioner since _____

I have not been reprimanded in any court nor has there been any action in any court pertaining to my conduct or fitness as a member of the bar. I am qualified to practice in the Supreme Court of Virginia.

I hereby certify that within ninety(90) days prior to the submission of this application I have read (a) The Federal Rules of Civil Procedure, (b) The Federal Rules of Criminal Procedure, (c) The Local Rules of this Court and (d) The Federal Rules of Evidence.

I understand the Court's policy concerning Electronic Case Filing (ECF) and certify that I will be registered for ECF within 90 days, and will update my registration as directed.

_____
(Applicant's Signature)

Subscribed and sworn to before me this _____ day of _____, 20_____

_____
(Notary Public)

My commission expires: _____

We, the undersigned, do certify that we are members of the bar of this Court, not related to the applicant; that we know the applicant personally, that the said applicant possesses all of the qualifications required for admission to the bar of this Court; that we have examined the applicant's personal statement. We affirm that his/her personal and professional character and standing are good.

_____   _____
(Signature)   (Signature)

_____ _____   _____ _____
(Typed or Printed Name)   (Virginia Bar Number)   (Typed or Printed Name)   (Virginia Bar Number)

Are you interested in criminal appointments pursuant to the Criminal Justice Act? _____

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Western District of Virginia?   Yes _____ No _____ (An additional $19.00 fee required)

OATH ON ADMISSION

I do solemnly swear (or affirm) that I will demean 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, so help me God.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Date: Signature:

_____   _____

Sworn and subscribed before me,

_____, Deputy Clerk   Date: _____

Admitted on motion of: _____

A COPY OF YOUR VIRGINIA BAR CARD

MUST BE ATTACHED TO THIS APPLICATION