

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA

LAURA G. GRIFFIN  
CLERK OF COURT

M. HANNAH LAUCK  
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURES  
ALEXANDRIA DIVISION**

(Revised 06/08/2026)

Applicants are required to take the Oath of Admission in open court before any of the judges. An attorney previously admitted to practice in the Eastern District of Virginia must accompany the applicant and make an oral motion the applicant's admission.

Attorney Admissions are scheduled proceedings taking place on Friday's before the duty docket. Admissions are being scheduled for in-person hearings. *The day and manner of hearing are at the judge's discretion, as well as subject to change.*

Walk-in requests are not accepted at this time.

To be scheduled for admission an applicant must submit to the clerk's office, by mail or clerk's office drop box, the following:

- The completed application with a notarized original signature
- Original signatures of 2 attorneys already admitted to practice in this court
- Oath page signed with original signature (the requirement of in person signing is waived)
- Copy of Virginia Bar Card
- \$199 admission fee (checks or money orders only)
- \$21 fee for Certificate of Good Standing if requested

**All signatures must be original. Photocopied, stamped, or computer-generated signatures will not be accepted.**

**This court does not accept payments through NextGen or any online method.**

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
ALEXANDRIA 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)

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Eastern District of Virginia? Yes \_\_\_\_\_ No \_\_\_\_\_ (An additional \$21.00 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**