

ATTORNEY ADMISSION PROCEDURE
ALEXANDRIA DIVISION-COVID

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 to the court proceeding to make an oral motion for the applicant's admission. The Clerk's Office will schedule and confirm these motions ahead of time.

Currently, admissions are being heard on Tuesday mornings at 9:00 am in courtroom 700.

If a scheduled admission ceremony is cancelled on any particular Tuesday, a notice will be sent by the clerk's office to the email address listed on the Attorney Admission Application. A completed Application to Qualify as an Attorney of the United State District Court for the Eastern District of Virginia along with a signed Oath of Admission, a copy of your Virginia State Bar card accompanied by the fee for admission must be submitted to the Clerk's Office by Wednesday to be considered for the admission on Tuesday of the following week. These forms along with a check or money order can be submitted either through mail or the Clerk's Office drop box. If the form and fee are received after Wednesday, your motion will be considered for the following Tuesday.

Please note, a current copy of the applicant's Virginia Bar card must be attached to the application (all signatures must be original) and show that the applicant is an active member.

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.

After the applicant has taken the oath in open court, he/she will receive an envelope containing their Certificate of Admission and Certificate of Good Standing, if one was requested.