

**INSTRUCTIONS FOR APPLYING TO PRACTICE
IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

1. Complete the Motion, Attorney Admission Questionnaire and proposed Order.
2. Make an appointment to appear before the court for Admission by contacting one of the following Courtroom Deputy Clerks:

Courtroom Deputy	Phone Number	Judge	Courtroom Deputy	Phone Number	Judge
Benton			East St. Louis		
K. Jane Reynolds	(618) 439-7724	Judge J. Phil Gilbert	Linda Cook	(618) 482-9309	Chief Judge G. Patrick Murphy
Vicki McGuire	(618) 439-7744	Judge James L. Foreman	Patricia Brown	(618) 482-9013	Judge David R. Herndon
Karen Metheney	(618) 439-7754	Magistrate Judge Philip M. Frazier	Annie McGraw	(618) 482-9298	Judge Michael J. Reagan
			Sandra Pannier	(618) 482-9374	Judge William D. Stiehl
			Jill Swift	(618) 482-9382	Magistrate Judge Gerald B. Cohn
			Angie Vehlewald	(618) 482-9419	Magistrate Judge Clifford J. Proud

3. Your application forms and a completed AO153 oath card should be presented at the time of your appearance and you should be prepared to pay the attorney admission fee of \$55.00. The AO153 oath card is not available on this website. Please obtain an AO153 oath card from the Clerk's Office and complete same before appearing before the judge.
4. Your Certificate of Admission and a copy of the Local Rules will be given to you upon receipt of the completed AO153 oath card and the \$55.00 admission fee.

NOTE: Movant must appear with the applicant. If you are located more than 100 miles from either courthouse, you may apply for general admission by mail. If you have recently been admitted Pro Hac Vice on any case in this Court, your general admission fee may be waived, and the fee you paid for that admission can be applied to your general admission fee.

If you need additional information or assistance regarding Bar admission procedures, please contact our office.