

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 S. Dearborn St., Room 2066, Chicago, IL 60604

INSTRUCTIONS FOR ADMISSION TO THE GENERAL BAR

NOTE: These instructions do not apply to individuals participating in the semi-annual Mass Admission Ceremony. Separate instructions will be available for such petitions.

1. All petitioners for admission to the general bar of the Court must be members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia. (Rule 83.10(a))
2. All petitions for admission to the general bar are to be filed with the Clerk in Room 2066 on the form approved by the Executive Committee. (Rule 83.10 (b))
3. All petitions for admission to the general bar must be accompanied by a current (less than 30 days old) letter - or certificate - of good standing from the highest court, or an agency thereof, of any state of the United States or of the District of Columbia certifying that the petitioner is a member in good standing of the bar of that court. (Rule 83.10(c)) For Illinois attorneys, this letter may be obtained from the Attorney Registration and Disciplinary Commission of the Supreme Court of Illinois, located at One Prudential Plaza, Suites 1100 and 1500, 130 E. Randolph Dr., Chicago, IL 60601, telephone (312) 565-2600 or (800) 826-8625. **THE LETTER MUST BE INCLUDED WITH THE PETITION. IT WILL BE RETURNED IF IT ARRIVES SEPARATELY.** (Waiver forms required by the Illinois Attorney Registration and Disciplinary Commission in connection with issuance of letters of good standing are available on the District Court's website (www.ilnd.uscourts.gov) or in the Clerk's Office, Room 2066, and must be sent by petitioner to the Illinois ARDC.) For attorneys admitted in other states or the District of Columbia, the Clerk of the court to which petitioner is admitted should be contacted to obtain such letters.
4. The petition for admission shall include the affidavits of two attorneys who are **currently and for at least two years** have been members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia and who have known the applicant for at least one year. The forms for these affidavits are included as part of the petition form approved by the Executive Committee. (Rule 83.10(c))
5. Once completed, the petition shall be filed with the Clerk in Room 2066. Upon receipt of the petition, the deputy clerk will screen the petition. Where the requirements for admission are met, an indication to that effect will be placed on the petition, the petitioner will be notified, a certificate of admission issued and the petitioner's name added to the roll of attorneys. Where the requirements are not met, the petition will be returned to the applicant with appropriate instructions. (Rule 83.10(d))
6. Petitioners in the Western Division must appear in person before a judge in the Western Division to be admitted. Petitioners in the Eastern Division may choose whether or not to appear in person to be admitted. If a petitioner in the Eastern Division does not wish to appear in person to be sworn in, the petitioner's signature by the **Oath of Office** on the back of the petition must be notarized. If the signature is not notarized, the petition will be returned to the petitioner and advised to make their own arrangements to take the oath before a judge of this Court within thirty days of receiving the petition back from the Court.* The petitioner must then return their petition to the judge's clerk at the time they are scheduled to be sworn in.
7. Upon filing of the petition, the petitioner shall pay an admission fee of \$150.00 at the cashier's window in the Clerk's Office on the 20th floor (Room 2066). If payment is to be made by check or money order, it should be made payable to "Clerk, U.S. District Court". The cashier will stamp the petition to indicate that the fee has been paid. A receipt will be issued to the petitioner, and the cashier will retain the petition. Petitions received by mail must be accompanied by check. (There will be an additional \$45.00 charge for returned checks.) In the event the petitioner is not admitted, and the petition is returned to the petitioner, the petitioner may request that the fee be refunded, upon the presentation of the petition. It is therefore important that the petition, bearing the cashier's stamp indicating that the admission fee had been paid, be retained by the petitioner after its return.

IMPORTANT: The completed petition must be returned to Room 2066. If a completed petition is not returned to Room 2066, the attorney's name will not be placed on the roll and the attorney will not receive a certificate of admission. Because the name is not on the roll, a search of the roll would not show that the attorney had been admitted. If you have any questions, the Attorney Admissions Coordinator may be reached at (312) 435-5771.

* Arrangements to be admitted by a judge of the Court may be made by attorneys where a particular judge may wish to administer the oath to an attorney. However, in this instance, an attorney, who is a member of good standing of the bar of this Court, **must** accompany the petitioner who will move petitioner's admission.