

M E M O R A N D U M

TO: PETITIONERS FOR ADMISSION TO PRACTICE

FM: MICHAEL REILLY, ADMISSIONS CLERK

RE: ATTORNEY ADMISSION PROCEDURES

In 1993, the court amended its procedures for admission to practice. The court no longer holds swearing-in ceremonies. Rather, the attorney completes the attached Petition for Admission to Practice and the Oath of Attorney. The Oath, as well as the information contained in the Petition, will be sworn to before a Notary Public. The Oath must carry a notary seal. Certificates of two recommenders who are admitted to the Bar of this court are still required.

Petitions should be returned to the Clerk's office with the \$150.00 filing fee (check or money order payable to the Clerk, U.S. District Court). We will confirm the information contained in the Petition and verify the presence of the notary seal on the Oath. If the Petition and Oath are complete and correct, a Certificate of Admission will be issued and mailed to the attorney and their name entered into the court's attorney database.

Questions regarding attorney admission procedures should be addressed to:

Attorney Admission Clerk
Clerk's Office
U. S. District Court
215 U. S. Courthouse
1010 Fifth Avenue
Seattle, Washington 98104
(206) 553-5598

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

Petition for Admission to Practice

COMES NOW _____, Washington State Bar I.D. No. _____, and respectfully petitions the above-entitled court for admission to practice before the Bar of this court. In support of said petition, the petitioner states as follows:

Petitioner's residence address is _____.

Petitioner's firm name and business address are _____
_____ and
business telephone number is (____) _____.

From the time of petitioner's admission by the Supreme Court of Washington on _____, 20____, petitioner has been engaged in the practice of law at _____ (city & state).

Petitioner submits herewith the certificates of two reputable members of the Bar of the above-entitled court, setting forth what said members know of petitioner's experience. Petitioner certifies that he/she has read the Federal Rules of Civil and Criminal Procedures and the Local Rules of the above court.

Wherefore, petitioner herein respectfully petitions that he/she be admitted to practice before the bar of the United States District Court for the Western District of Washington.

OATH OF ATTORNEY

I, _____, petitioner herein, being first duly sworn, on oath depose and say: That I have read the foregoing petition and that the facts stated therein are true of petitioner's own knowledge.

Further, I solemnly swear that I will support and defend the Constitution and laws of the United States of America against all enemies, foreign and domestic;

That I will bear true faith and allegiance to the same;

That I will well and faithfully discharge my duties as a lawyer, counsellor, and proctor of this court;

That I will maintain the respect due to the courts of justice and judicial officers and that I will demean myself uprightly and according to law and the recognized standards of ethics of the legal profession and abide by the Local Rules of this court.

Signature of Applicant

STATE OF _____)
) ss.
COUNTY OF _____)

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

(SEAL)

Notary Public in and for the State of _____, residing at _____.

CERTIFICATE OF RECOMMENDATION

I, the undersigned _____,
(PRINT NAME)
WSB No. _____ hereby certify that: I am admitted to practice as a member of the Bar of
this court. I have known the petitioner personally for ____ years (or ____ months), and petitioner is
a person of good moral character. I recommend the admission of the petitioner to the Bar of this
court.

DATED at _____ this ____ day of _____, 20__.

CERTIFICATE OF RECOMMENDATION

I, the undersigned _____,
(PRINT NAME)
WSB No. _____ hereby certify that: I am admitted to practice as a member of the Bar of
this court. I have known the petitioner personally for ____ years (or ____ months), and petitioner is
a person of good moral character. I recommend the admission of the petitioner to the Bar of this
court.

DATED at _____ this ____ day of _____, 20__.

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

ELECTRONIC CASE FILING SYSTEM: ATTORNEY REGISTRATION FORM

(Please type)

This form shall be used to register for accounts on the court's Case Management/Electronic Case Filing (CM/ECF) system. Registered participants have privileges to electronically submit documents, and to view and retrieve electronic docket sheets and documents, as available, for cases in the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Additional E-Mail Address: _____

Does your e-mail software support HTML messages? Yes _____ No _____

Do you have an ECF login for the Bankruptcy Court? Yes _____ No _____

If you would like the login to be the same, please include USBC login _____

By submitting this registration form, the undersigned understands and agrees to the following:

1. The CM/ECF system is to be used for filing and reviewing electronic documents, docket sheets, and notices.
2. The password issued to you by the court, combined with your login, serves as your signature under Federal Rule of Civil Procedure 11. Therefore, you are responsible for protecting and securing this password against unauthorized use.
3. If you have any reason to suspect that your password has been compromised in any way, you are responsible for immediately notifying the court. Members of the court's systems staff will assess the risk and advise you accordingly.
4. By signing this Registration Form, you consent to receive notice electronically, and to waive your right to receive notice by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a complaint and summons. This provision *does* include electronic notice of the entry of an order or judgment.
5. You will continue to access court information via the Western District of Washington's internet site or through the Public Access to Court Electronic Records (PACER) system. You will continue to need a PACER login, in addition to the court-issued password. You can register for PACER through the PACER web site: <http://pacer.psc.uscourts.gov>
6. By this registration, the undersigned agrees to abide by the rules and regulations in the most recent General Order, the Electronic Filing Procedures developed by the Clerk's Office, and any changes or additions that may be made to such administrative procedures in the future.

Attorney/Participant Signature

Date

Your login and password will be sent to you by by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space below:

Alternate Address: _____

**Please return to: Clerk, U.S. District Court
Western District of Washington
Attn: ECF Attorney Registration
1010 Fifth Avenue, Suite 215
Seattle, WA 98104**