



## UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF WASHINGTON  
OFFICE OF THE CLERK  
U.S. COURTHOUSE, LOBBY LEVEL  
700 STEWART STREET  
SEATTLE, WASHINGTON 98101  
(206) 370-8400

**WILLIAM M. MCCOOL**  
District Court Executive  
Clerk of Court

**ERIC SMITS**  
Chief Deputy Clerk

### INSTRUCTIONS FOR COMPLETION OF PETITION FOR ADMISSION TO PRACTICE

Complete and submit the fillable Petition for Admission to Practice, which includes:

- Petition to Practice.
- Self-administered Oath of Attorney, (signed and dated by the Petitioner as an Officer of the Court).
- Certificate of Recommendations – to be completed by members of our bar.
- Court's Electronic Case Filing (ECF) system Agreement.

Submit completed Petition for Admission to Practice by uploading to [pacer.uscourts.gov](https://pacer.uscourts.gov) as directed on the [Attorney Admissions](#) page (see [Attorney Admissions Guide](#)).

Upon successful review of the Petition for Admission, an email will be generated with instructions to pay the \$238 admission fee via [pacer.uscourts.gov](https://pacer.uscourts.gov).

Once payment is received, an admissions confirmation will be emailed, followed by a Certificate of Admission.

For questions, please contact the attorney admissions clerk.

Dana Scarp  
Phone: 206-370-8862  
E-mail: [WAWD\\_Admissions@wawd.uscourts.gov](mailto:WAWD_Admissions@wawd.uscourts.gov)



## PETITION FOR ADMISSION TO PRACTICE

COMES NOW \_\_\_\_\_, Washington  
States Bar ID Number \_\_\_\_\_, 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 is:

\_\_\_\_\_  
Petitioner's business address is: (include suite number, city, state & zip code)

Petitioner's primary e-mail address is: \_\_\_\_\_

Business telephone number with area code is: \_\_\_\_\_

From the time of Petitioner's admission by the Supreme Court of Washington on  
\_\_\_\_\_, 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 solemnly swear that I will support and defend the Constitution and the laws of the United States of America against all enemies, foreign and domestic; that I will and faithfully discharge my duties as a lawyer, counselor, and proctor of this Court; and that I will maintain the respect due to the courts of justice and judicial officers and I will demean myself uprightly and accordingly to law and recognized standards of ethics of the legal profession.

Petitioner herein, being first duly sworn, on oath depose and say: That he/she has read the foregoing petition and that the facts stated therein are true of Petitioner's own knowledge.

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington and the United States, that the foregoing is true and correct to the best of my knowledge and belief.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Petitioner's Signature

, WSBA No. \_\_\_\_\_



## CERTIFICATE OF RECOMMENDATION

I, the undersigned \_\_\_\_\_,  
Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to  
practice as a member of the Bar of this Court. I have known \_\_\_\_\_  
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.

\_\_\_\_\_  
Your Signature

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



## CERTIFICATE OF RECOMMENDATION

I, the undersigned \_\_\_\_\_,  
Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to  
practice as a member of the Bar of this Court. I have known \_\_\_\_\_  
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.

\_\_\_\_\_  
Your Signature

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



## ATTORNEY REGISTRATION FORM for the ELECTRONIC CASE FILING SYSTEM (CM/ECF)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle : \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

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 PACER password combined with your login, serves as your signature under Federal Rule of Civil Procedure 11 and 5(d)(3)(C). 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. Court staff will assess the risk and advise accordingly.
4. By signing this Registration Form, **you consent to receive notice electronically and waive your right to receive notice by personal service or first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(C), 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. After January 27, 2020, a PACER login and password, will be required to electronically file. You can register for PACER access at their web site: [www.pacer.gov](http://www.pacer.gov).
6. By completion of 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.

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Signature (Type "s/" and your name)

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Date Signed