

Application Procedures for Attorney Admission Without Personal Appearance

(Please review and comply with Updated Local Rules 83.4)

1. You must **FIRST** Complete a Notice of Intent to File and email or fax form into the Clerk's Office
2. When completed Intent to File form is approved you will receive an ECF login and password.
3. Submit the completed Attorney Admission w/o Personal Appearance form by logging into the CM/ECF system.
4. Click on Civil, ⇒Other Filings, ⇒Other Documents
5. Scroll down the list to **Attorney Admission Application**
6. You will be prompted to enter a case number
7. Enter Case No. **18-zz-9999** (*this is the actual case you file in*)
Please note that the Case No. will change to current filing year.
8. Upload your saved PDF version of the form ONLY.
9. The system will prompt you for a fee of **\$231.00** through pay.gov (*If you are an attorney working for a federal agency you will be allowed to skip payment.*)
10. After the Order of Admission is entered the attorney will receive notification by email of the day you were admitted.
11. In approximately two weeks you will receive a Certificate of Admission via US Mail.

Your application will NOT be processed until ALL of the required information is completed on the Application for attorney admission form.

PLEASE NOTE:

Once your Application has been processed and granted the attorney will be admitted to practice in the United States District Court Western District of Tennessee both for the Western Division-Memphis Office and Eastern Division-Jackson Office. If the procedure has been followed the login and password assigned to the attorney will be the login and password for both Divisions.

Admission can still be accomplished by Personal Appearance with a Motion in Open Court.



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

**ATTORNEY ADMISSION
WITHOUT PERSONAL
APPEARANCE**

PART 1 - APPLICATION INFORMATION FOR ATTORNEY ADMISSION

Applicant's Name (Please print your name as it should appear on the admission certificate.)

List Jurisdiction(s) where you are licensed to practice:

State	Date of Admission	Bar Number

Appliant's Business Address
Firm Name

City	State	Zip
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Office Phone	Cell Phone
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Email Address

PART 2 - APPLICANT'S OATH AND NOTARIZATION

I, _____, do solemnly swear [affirm] that I will support the Constitution and laws of the United States and that I will properly demean myself in the practice of my profession so help me God.

Applicant Signature

Subscribed and sworn to/affirmed before me this _____ day of _____, 20_____

Notary Public	Commission Expires:
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PART 3 - SPONSOR’S MOTION FOR ADMISSION TO THE DISTRICT COURT

Pursuant to Local Rule 83.4 of the United States District Court for the Western District, your admission to this bar shall require completion of this application and the following motion made by your sponsor, who must be a member in good standing of the Bar of this court. Your sponsor must complete the required sponsor’s motion and you must complete the Oath set forth below, which must be notarized. Upon acceptance by the Court and your prepayment of the required admission fee, your admission shall be deemed granted and your bar record shall be added to the official attorney rolls of the this court. A Certificate of Admission will be mailed to the address included on this application.

SPONSOR’S MOTION

I, _____, am a member in good standing of the bar of the United States District Court for the Western District of Tennessee and hereby moves that

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be admitted to the Bar of the United States District Court for the Western District of Tennessee and be permitted to practice before said court as an attorney for all purposes. As permitted by Local Rule 83.4, the applicant has requested to be admitted in a manner other than by personal appearance in open court.

Sponsor’s Signature	Date Signed
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Sponsor’s Bar Number	Date of Admission
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For Office Use Only

Date	Deputy Clerk’s Initials Approving Sponsor:
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PART 4 - ORDER ADMITTING ATTORNEY

On motion of _____, Esq., a member in good standing of the Bar of this Court, the above referenced Applicant attorney is hereby admitted to practice in the United States District Court for the Western District of Tennessee as an Attorney, Counselor, Solicitor, Proctor, and Advocate, and is hereby duly sworn by the Clerk of this Court this _____ day of _____, 20____.

By: _____
UNITED STATES (DISTRICT)(MAGISTRATE) JUDGE

For Office Use Only

Date	Atty Entered in ECF	Date	Certificate Mailed
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___ Check is Application Not Processed	Reason:
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Deputy Clerk’s Initials
