

WESTERN DISTRICT OF TENNESSEE
Memphis Division
Jackson Division

**Application Procedures for
Attorney Admission Without Personal Appearance**

(Please review and comply with Local Rule 83.4)

1. Complete Application for Attorney Admissions from the courts website, www.tnwd.uscourts.gov -> Forms and Applications
2. Request Admission through Pacer Service Center, www.pacer.gov
3. When prompted upload completed application.
4. Once your application has been approved by the court, you will receive an email instructing you to proceed with payment of \$249.00.
5. When payment is cleared your filing privileges are granted and you may proceed to file documents with the Western District of Tennessee.
6. Your Certificate of Admission will be mailed to the business address your provided.

PLEASE NOTE:

Admission can still be accomplished by Personal Appearance with a Motion in Open Court. Please use Application for Admission to the Bar for the Western District of Tennessee under Forms and Applications.



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
Applicant's Business Address		
Firm Name		
City	State	Zip
Office Phone	Cell Phone	
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:

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 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

--

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
Sponsor's Bar Number	Date of Admission

For Office Use Only	
Date	Deputy Clerk's Initials Approving Sponsor:

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