

INFORMATION SHEET
APPLICATION FOR ADMISSION TO THE BAR OF
THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF DELAWARE

GENERAL INFORMATION:

Rev. 8/15

1. To be admitted into the U. S. District Court for the District of Delaware, you must be a member of the Delaware Bar, and your sponsor must be admitted to practice before this U.S. District Court.
2. Early each year, a large ceremony is held for the admission of attorneys to the Bar of the United States District Court, in accordance with Local Rule 83.5(b). The Federal Bar Association sends an information packet, including admission forms, to attorneys who were admitted to the Delaware State Bar in the preceding month of December.
3. To schedule admission for a date and time other than the annual ceremony, the attached application should be completed and submitted to the Clerk's Office, who will contact you to set up a date and time for admission.
4. Once admitted to the District Court, attorneys **must register for CM/ECF** (Case Management/Electronic Case Filing). Certification of training is a prerequisite to obtaining a login and password for electronic filing of case documents. Registration is accomplished by completion and certification of independent training on all CM/ECF tutorials and related topics available on the court's web site (CM/ECF tab), courts website: www.ded.uscourts.gov, followed by e-mailing a completed registration form to the Clerk's Office.

APPLICATION INSTRUCTIONS:

1. The information provided on the application must be typed or printed clearly. Please enter your name in the manner in which it is to appear on your certificate. Both you and your sponsor should sign page 1 of the admission forms in the appropriate sections prior to returning them to our office. Please do not fill in the section marked "SWORN TO AND SUBSCRIBED...".
2. Completed applications, along with the \$191 admission fee must be received not later than three (3) days prior to your admission date (checks should be made payable to "*Clerk, U.S. District Court*"). You may either mail your application or deliver it in person to the Clerk's Office at:

Clerk, U. S. District Court
844 N. King Street, Room 4209, UNIT 18
Wilmington, DE 19801
3. If there is a problem with your application, you will be notified by our Attorney Admissions Clerk. Otherwise, your application will be approved and your admission scheduled for the next available date. You will receive notification by telephone or email as to the date, time and presiding Judge for your admission.
4. At the time of admission you must appear before the Court and be introduced by your sponsor. You are encouraged arrive at the courtroom 15 minutes prior to the ceremony to ensure that your name is on the Court program for that day. (There is no provision for an attorney to be waived into the bar of the court without making a personal appearance.)
5. If you need to reschedule your appearance, or if you have any questions, please contact Kayla Condie or Crystal Ayala in the Clerk's Office at (302) 573-6170.

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF DELAWARE**

**-APPLICATION-
IN THE MATTER OF THE ADMISSION OF AND TO
PRACTICE BEFORE THE DISTRICT COURT**

I, _____, do solemnly swear or affirm that I will demean myself, as an attorney and counselor of this court, uprightly and according to the law; and that I will support the Constitution of the United States. SO HELP ME GOD.

(Signature of Attorney)

SWORN TO AND SUBSCRIBED in open court this _____ day of _____, 201_.

(Clerk)

I HEREBY CERTIFY that the above individual has been admitted to practice by the Supreme Court of Delaware and do hereby move his/her admission to the bar of this court.

(Sponsor's Name - Please Print)

(Sponsor's Signature)

JUDGE: Stark Robinson Sleet Andrews
CLERK: Ghione Scarpato Buckson Ringgold

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF DELAWARE
ATTORNEY INFORMATION**

Name of Attorney: _____
(Last) (First) (Middle)

Other Names
Known by: _____
(Last) (First) (Middle)

Home Address: _____
(Number and Street)

(City) (State) (Zip)

Firm/Office Name: _____

Address: _____
(Number and Street)

(City) (State) (Zip)

Phone: _____ E-mail Address: _____

Jurisdiction in which ADMITTED to practice:

<u>Bar Code/ID</u>	<u>Jurisdiction</u>	<u>Date of Admission</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fee Paid?: Yes No (For Clerk's Office Use Receipt # _____)

Sponsor: _____ Sponsor Delaware Bar Number: _____
(Please complete all information to ensure proper filing)

INSTRUCTIONS REGARDING MOTIONS TO ADMIT **APPLICANTS**

1. The Clerk of the Court will call the name of the Applicant.
2. The Sponsoring Movant and the Applicant will approach the Bench.
3. The Sponsoring Movant will move the admission of the Applicant as follows:

May it please the Court, (Sponsor's Name)

moves the admission of (Applicant's Name)

to practice before the United States District court for the

District of Delaware.

4. The Court grants the motion.
5. The Clerk conveys to the Applicant the certificate memorializing the admission.
6. The Sponsoring Movant and the Applicant return to their seats.