

OFFICE OF THE CLERK  
UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE

JOHN A. CERINO  
CLERK OF THE COURT

UNIT 18  
844 KING STREET  
U.S. COURTHOUSE  
WILMINGTON,  
DELAWARE 19801

December 14, 2016

Re: United States District Court Admissions Ceremony

Dear Counsel,

On January 19, 2017, the United States District Court for the District of Delaware will conduct a ceremony, for the admission of new Delaware attorneys to practice before the Court, commencing at 3:30 p.m., in courtroom 4A. You are cordially invited to participate in the ceremony and to attend the reception immediately following it. Participation is purely voluntary. If you are unable to attend, you may request admission at a future ceremony.

If you are planning to participate in the ceremony, you are strongly encouraged to also attend a program regarding practicing in the Federal Court, which will be offered at 2:00 p.m. in Room 3311. Further details regarding the program are provided in the attachment to this message.

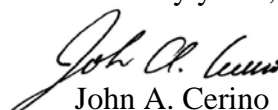
If you have already completed the application process and indicated that you wish to participate in the ceremony, you may contact the Clerk's Office with additional questions.

If you have not yet submitted an application to attend the ceremony, please complete and return the attached Attorney Information form and affidavit by January 13, 2017, to the Clerk of the United States District Court for the District of Delaware, Attention: Crystal Ayala, J.Caleb Boggs Federal Building, 844 N. King Street, Unit 18, Wilmington, Delaware 19801. Your application must be accompanied by a check in the amount of \$196.00, made payable to "Clerk, United States District Court." When preparing your application, please enter your name exactly as you want it to appear on your certificate, sign where indicated, and have your sponsor sign it before you submit it. The Clerk will authenticate the document at your ceremony.

An attorney admitted to practice before the United States District Court for the District of Delaware must sponsor your application. Your sponsor is required to attend the ceremony to move your admission. Guests are also welcome.

If you have any questions, please contact Crystal Ayala at the United States District Court Clerk's Office, (302) 573-6170. We hope you will be able to join us on this happy occasion. For information about maintaining admission membership to the Bar of this Court, please visit the District Court's website at [www.ded.uscourts.gov](http://www.ded.uscourts.gov).

Sincerely yours,



John A. Cerino  
Clerk, U.S. District Court

cc: 2 attachments

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

**GENERAL INFORMATION:**

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 independent training is a prerequisite to obtaining a login and password for electronic filing of case documents. I n d e p e n d e n t training procedures, guides and tips are found at the Court's web site: [www.ded.uscourts.gov](http://www.ded.uscourts.gov). If desired, you may schedule and attend a Court sponsored CM/ECF training session prior to admission.

**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 \$196 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, Lockbox 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 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 to check into the Clerk's Office 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 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: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Last) (First) (Middle) Mo. Day Yr.

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)



## INTRODUCTION



## TO FEDERAL PRACTICE IN THE DISTRICT COURT OF DELAWARE

Sponsored by the Delaware Chapter  
of the Federal Bar Association

In connection with the 2017 Admissions Ceremony, the Delaware Chapter of the Federal Bar Association will present a one-hour Program entitled  
“An Introduction to Federal Practice”

**Thursday, January 19, 2017**

**2:00 p.m. - 3:00 p.m.**

(immediately preceding the District Court admissions ceremony)

J. Caleb Boggs Federal Building  
Jury Assembly Room  
844 King Street  
Wilmington

The Program will feature a presentation from United States Magistrate Judge Christopher J. Burke and the FBA’s New Members Chair Beth Moskow-Schnoll, a partner in the Wilmington office of Ballard Spahr LLP. Judge Burke and Ms. Moskow-Schnoll will discuss the Court’s expectations of new admittees and offer tips for a successful practice. All prospective 2017 admittees are strongly encouraged to attend this free program.