

# PROCEDURES FOR ADMISSION TO THE WESTERN DISTRICT BAR

**Eligibility:** Any member of the Bar of the Supreme Court of the United States, or of any United States Court of Appeals, or of any District Court of the United States, or a member in good standing of the Bar of the highest court of any state of the United States, is eligible for admission to the Bar of this Court.

**Procedure for Admission:** Complete page one, two, and three of the application. Do not complete page four. You will complete page four when you are administered the oath of admission. Return all four pages to:

U.S. District Court Clerk  
c/o Attorney Admissions Deputy  
Room 1210, U.S. Courthouse  
200 N.W. 4<sup>th</sup> Street  
Oklahoma City, OK 73102

You have six months to complete the admission process. If you do not take the Oath of Admission within this time, a new application must be submitted. There are two ways to seek admission:

**1. Admission Based on Committee Approval:**

The application will be referred to the Court's Committee on Admissions and Grievances for investigation into the applicant's qualifications and fitness to be admitted to the Bar of this Court.

The Clerk's Office will notify the applicant regarding scheduling an interview with a member of the Committee. Applicants living in the Oklahoma City area (including Norman, Moore, Edmond, etc.) are required to schedule a personal interview. However, if an applicant lives outside the Oklahoma City area, the applicant may be excused from an interview by submitting with their application **three notarized affidavits** from a member of the Bar of this Court vouching for the applicant's character and qualifications. Upon a favorable report of the Committee, the applicant may be admitted.

In the fall and spring each year, a ceremony will be scheduled by this Court. Unless excused by the Court, all applicants seeking admission based on Committee approval must attend.

**2. Admission Based on Certificate of Good Standing:**

If the applicant is a member of the Bar of any other federal district court, federal court of appeals, U.S. Tax Court, or of the U.S. Supreme Court, approval by the Committee is unnecessary. To be admitted by this process, the applicant must provide the Court with an original and current (less than six months old) **Certificate of Good Standing** from the applicable court along with their application. An applicant admitted on a Certificate of Good Standing is not required to attend the admission ceremony but is encouraged to do so. Such applicants may be sworn in individually by making arrangements with the Attorney Admissions Deputy in the Court Clerk's office.

**Fees:** There is a one-time admission fee of \$200.00. Please make checks payable to the United States District Court Clerk. The Court Clerk accepts the following credit cards: Discover, MasterCard, Visa, American Express, and Diners Club.

BUSINESS PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_

IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF OKLAHOMA

IN RE: The Application of \_\_\_\_\_ )  
 )  
 )  
Type or print name as it should appear on Certificate )

FOR ADMISSION TO THE BAR  
OF THIS COURT  
No. \_\_\_\_\_

APPLICATION AND QUESTIONNAIRE

I hereby make application for admission to the Bar of the U.S. District Court for the Western District of Oklahoma, and in support of said application represent that the answers to the following questions are true and correct:

1. Full Name: Mr. Ms. \_\_\_\_\_  
(Last) (First) (Middle)

2. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(City) (State)

3. Firm/Business Name: \_\_\_\_\_  
Firm/Business Address: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

4. List all state and federal courts in which you have been admitted to practice law. Indicate the year admitted and whether you are currently a member in good standing.

State	Bar No.	Year Admitted	Current Status

5. Name and location of colleges or universities attended (excluding law school(s)).

School	City/State	Dates Attended	Degree(s)

6. Provide the name and address of the law school(s) from which you graduated, date of graduation, and the degree(s) received:

School	City/State	Date of Graduation	Degree(s)

7. Provide history of legal practice starting with most recent:

Firm Name	Firm Address (City & State)	Dates of Practice

8. Have you read and are you thoroughly familiar with the Rules of this Court and also with the Federal Rules of Civil and Criminal Procedure as amended? **Answer Yes or No** \_\_\_\_\_
9. Have you read the Oath of Attorney (attached) required of members of the Bar of this Court and do you unconditionally subscribe to the principles and obligations set forth therein? \_\_\_\_\_
10. Are you willing to furnish, and do you hereby consent for others to furnish, any additional information bearing upon this application which may be requested by the Committee on Admissions and Grievances? \_\_\_\_\_

**Please attach an affidavit explaining any "YES" answers to the following questions**

**Answer Yes or No**

- 11. Have you been a part of any legal proceedings, civil or criminal, charging you with moral turpitude, or the commission of any crime? \_\_\_\_\_
  
- 12. Have any proceedings been instituted against you in any Court, before any Administrative Body, any Bar Association, or before any Grievance Committee? \_\_\_\_\_
  
- 13. Have you been disbarred or suspended from practice, or otherwise disciplined by any court or by any administrative body? \_\_\_\_\_
  
- 14. Have you ever applied for and been refused admission to the Bar of any Court? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\* \* \* \* \*

**RECOMMENDATION BY COMMITTEE ON ADMISSION AND GRIEVANCES**

With respect to the foregoing application, the Committee on Admissions and Grievances recommends to the Judges of the United States District Court for the Western District of Oklahoma that the above applicant be admitted.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OATH OF ATTORNEY**

Do you solemnly swear or affirm that you will discharge the duties of an attorney and counselor of this Court faithfully; that you will conduct yourself in compliance with the law, the rules of this Court, and the highest ethics of your profession; and that you will support and defend the Constitution of the United States?

I do:

\_\_\_\_\_   
To Be Signed Before Clerk at Time of Admission

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_   
Clerk, United States District Court for the   
Western District of Oklahoma