

**INSTRUCTIONS FOR APPLYING TO PRACTICE
IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

1. Complete the Motion, Attorney Admission Questionnaire and proposed Order.
2. An applicant need not appear before the Court - see Local Rule 83.1, but if the applicant so elects, he or she should make an appointment to appear before the Court for admission by contacting one of the following Courtroom Deputy Clerks:

| Courtroom Deputy | Phone Number | Judge | Courtroom Deputy | Phone Number | Judge |
|------------------|----------------|------------------------------------|-----------------------|----------------|--------------------------------------|
| Benton | | | East St. Louis | | |
| K. Jane Reynolds | (618) 439-7724 | Judge J. Phil Gilbert | Robin Butler | (618) 482-9013 | Chief Judge David R. Herndon |
| Karen Metheny | 618) 439-7754 | Magistrate Judge Philip M. Frazier | Linda McGovern | (618) 482-9309 | Judge G. Patrick Murphy |
| | | | Annie McGraw | (618) 482-9298 | Judge Michael J. Reagan |
| | | | Sandra Pannier | (618) 482-9374 | Judge William D. Stiehl |
| | | | Angie Vehlewald | (618) 482-9419 | Magistrate Judge Clifford J. Proud |
| | | | Jackie Payton | (618) 482-9376 | Magistrate Judge Donald G. Wilkerson |

3. Your application forms and a completed AO153 oath card, along with the \$200.00 admission fee, should either be mailed to the Clerk of Court or, if the movant elects to appear before the Court for admission, presented at the time of appearance. If the movant is applying by mail, movant shall appear before a Notary Public to take the prescribed oath. The Notary Public should sign and place the seal in the section marked "Below for Office Use Only."
4. Upon admission, you will receive a Certificate of Admission and a copy of the Local Rules.

NOTE: If you have been recently admitted to practice Pro Hac Vice on any case in this Court, the \$100 PHV fee is regarded as an installment which applies to your general admission fee. You will be required to pay the \$100 balance for general admission.

If you need additional information or assistance regarding Bar admission procedures, please contact our office.

(Form to be used by a movant for admission of another)

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS

IN THE MATTER OF:)
)
ADMISSION TO PRACTICE)
GENERALLY OF:)
)
)
_____)
)

MOTION FOR ADMISSION TO PRACTICE GENERALLY

Comes now movant, _____ of the City of _____ and State of _____, a member in good standing of the Bar of this Court, of his/her own knowledge respectfully presents unto this Court the following:

1. That _____ is an applicant for admission to practice generally in this Court and his/her application form is submitted herewith and attached hereto.

2. That said applicant resides in the City of _____, County of _____, and State of _____.

3. That said applicant is licensed by the Supreme Court of the State of _____ and is duly admitted to practice law in the State of _____. Movant has verified bar admission.

4. That movant has known said applicant for _____ years, _____ months, knows him/her to be of good moral character and general fitness to practice law and recommends his/her admission to the Bar of this Court.

THEREFORE, movant presents his/her motion in writing that said applicant, _____, be admitted to practice in this Court as provided by Rule 83.1(a) of the Rules of this Court.

Signature of Movant

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS

Attorney Admission Questionnaire

Section I

| Name | | | |
|---|--------|-----------------------------|--|
| Last: | First: | Middle: | |
| Generation: (Sr., Jr., III, etc.) | | Prefix: (Mr. Mrs. Miss Ms.) | |
| Title: (if any) (U.S. Attorney, State's Attorney, etc.) | | | |

| Law Firm Address | |
|-----------------------------------|------------|
| Law Firm, Corporation, or Agency: | |
| Address: (Street) | |
| (Suite or floor) | |
| (P.O. Box) | |
| (City) | |
| (County) | |
| (State) | (Zip Code) |
| Telephone Number: | |
| Fax Number: | |

| Bar Information | |
|-------------------------------|----------------|
| Other Federal Bar Memberships | |
| 1. Jurisdiction: | |
| Admission Date: | Bar ID Number: |
| 2. Jurisdiction: | |
| Admission Date: | Bar ID Number: |
| 3. Jurisdiction: | |
| Admission Date: | Bar ID Number: |
| State Bar Membership | |
| 1. State: | |
| Admission Date: | Bar ID Number: |
| 2. State: | |
| Admission Date: | Bar ID Number: |
| 3. State: | |
| Admission Date: | Bar ID Number: |

SECTION II

| Educational Background | |
|---------------------------------|--|
| Undergraduate Schools Attended: | |
| 1. | |
| 2. | |
| 3. | |
| Degrees: | |
| 1. | |
| 2. | |
| 3. | |
| Law Schools Attended: | |
| 1. | |
| 2. | |
| 3. | |
| Degrees: | |
| 1. | |
| 2. | |
| 3. | |

| Has applicant read and become familiar with: | Yes | No |
|---|-----|----|
| a) Provisions of the Judicial Code (Title U.S.C. Chapters 85, 87, and 89) which pertain to jurisdiction and venue in a United States District Court? | | |
| b) The Federal Rules of Civil Procedure? | | |
| c) The Federal Rules of Criminal Procedure? | | |
| d) The Rules of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? | | |
| e) The Code of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? | | |
| f) The Standards of Professional Conduct within the Seventh Federal Judicial Circuit and agrees to abide by said Standards? | | |
| Has the applicant either successfully completed a course of study in an educational institution before or after admission to the Bar, covering the following subject matters: | | |
| a) Evidence? | | |
| b) Civil Procedure including federal jurisdiction practice and procedure? | | |
| c) Criminal law and procedure? | | |
| d) Professional responsibility? | | |
| e) Trial advocacy? | | |
| Has the applicant assisted in the preparation of a case or cases for trial, either criminal or civil? | | |
| If yes, enter the number of cases in which applicant assisted in the preparation of trial. | | |
| Were any of these federal court proceedings? | | |
| Has the applicant ever observed a complete hearing at which testimony was taken on the merits in a United States District Court? | | |
| If yes, enter number of proceedings applicant so observed. | | |

| | |
|------------------------|--|
| Applicant's Signature: | |
|------------------------|--|

| | |
|-------|--|
| Date: | |
|-------|--|

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS

IN THE MATTER OF:)
)
)
ADMISSION TO PRACTICE)
GENERALLY OF:)
)
)
_____)
)
)

ORDER

The above-entitled matter having come before this Court on the motion of movant, _____, and the application of _____ to be admitted to practice generally, and the Court being fully advised in the premises.

NOW THEREFORE,

IT IS ORDERED that said motion is granted and that _____ is admitted to practice generally before the United States District Court for the Southern District of Illinois, subject to the payment of the required fees and the taking of the prescribed oath.

IT IS SO ORDERED.

Dated _____

UNITED STATES DISTRICT JUDGE

AO 153 (Rev. 6/96)

| | | |
|---|------------|---------------------|
| NAME: (LAST, FIRST, MI) | | SOCIAL SECURITY NO. |
| OATH ON ADMISSION | | |
| I, _____, DO SOLEMNLY SWEAR (OR AFFIRM) THAT AS AN ATTORNEY AND AS A COUNSELOR OF THIS COURT I WILL CONDUCT MYSELF UPRIGHTLY AND ACCORD- ING TO LAW, AND THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES. | | |
| DATE: | SIGNATURE: | BAR I.D. NO. |

COMPLETE REVERSE SIDE

AO 153 (Rev. 6/96)

| | | |
|----------------------------------|-------|----------|
| FIRM NAME | | TEL. NO. |
| FIRM ADDRESS | | |
| CITY | STATE | ZIP CODE |
| BELOW FOR OFFICE USE ONLY | | |
| SWORN AND SUBSCRIBED BEFORE ME, | | DATE |
| ADMITTED ON MOTION OF: (Movant) | | |

