

**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 Metheney	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.

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 attorney, _____, a resident of the City of _____, County of _____ and State of _____, licensed to practice law in the State of _____, Bar ID Number _____, respectfully moving for admission to practice generally in this Court. A completed Attorney Admission Questionnaire, AO153 oath card, \$200.00 admission fee and Certificate of Good Standing or a copy of Certificate of Admission to Practice in the Northern Central District of Illinois are attached.

I have been practicing law for _____, and am of good moral character and general fitness to practice law.

THEREFORE, the undersigned attorney respectfully requests the Court grant his/her admission to practice in this Court as provided by Local Rule 83.1(a).

Date: _____

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:

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O R D E R

The above-entitled matter having come before this Court on the motion of movant, _____
_____, 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)		

UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT OF ILLINOIS

ELECTRONIC FILING REGISTRATION FORM

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Southern District of Illinois. Complete the form on-line and submit the form on-line or print a hard copy, sign it, and present it to the Clerk’s office at the address provide. **After verification, your user id and password will be electronically mailed to the e-mail address listed on the registration form.**

Please Print or Type

First Name: _____ Middle Initial/Name: _____
Last Name: _____ Generation (i.e., Sr., Jr.): _____
Bar Id No.: _____
Affiliation/Firm Name: _____
Mailing Address(es): _____
City: _____ State: _____ Zip Code: _____
Telephone Number: () _____ - _____ Fax Number: () _____ - _____
E-mail Address: _____

Are you admitted to practice in the Southern District of Illinois? Yes No
If Yes, are you a member in good standing? Yes No
Are you admitted to practice pro hac vice in the Southern District of Illinois? Yes No

I already have an ECF login that I use at another court, which is _____. Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by all court rules, orders, policies, and procedures governing the use of ECF. The undersigned also consents to receiving NEF pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the court’s ECF. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their password and immediately notify the court if they learn that their password has been compromised.

Click button below to submit form on-line or submit completed Registration Form to the clerks office or via U. S. Mail to:
United States District Court
Southern District of Illinois
Attn: ECF Registration
P. O. Box 249
East St. Louis, IL 62202

Court Use Only
User Code Assigned: _____
Password Assigned: _____
Issuer: _____

Once your registration is complete, you will receive notification as to your user id and password. Procedures for using the system will be available for downloading at www.ilsd.uscourts.gov . You may contact the ECF Help Desk at 1-866-867-3169 or 1-866-222-2104 if you have questions concerning the registration process.