

**Instructions for Applying for General Admission to  
the United States District Court  
for the Southern District of Illinois**

**READ THESE INSTRUCTIONS CAREFULLY**

1. Pursuant to Local Rule 83.1(a), there are two ways an attorney may seek general admission to this district court. You may:
  - Ask a member in good standing of the bar of this court to file a motion on your behalf which includes the bar number of the member and all state bar numbers issued to you (*see* Local Rule 83.1(a)(1)); or
  - File your own motion accompanied by either (1) a Certificate of Good Standing from a state in which you are licensed together with all state bar numbers issued to you (*see* Local Rule 83.1(a)(2)); or (2) a copy of a Certificate of Admission to Practice in the Northern or Central District of Illinois (*see* Local Rule 83.1(a)(3)).
  
2. Once you decide whether another attorney will move for your admission or you will move on your own for reciprocal admission, complete the **appropriate motion** (attached), **Attorney Admission Questionnaire**, **AO153 Oath on Admission card** (*see* paragraph 3 below), and **Electronic Filing Registration Form**. Your admission packet, along with the \$226.00 admission fee, should be mailed to the Clerk of Court at either courthouse address.

Clerk of Court  
750 Missouri Avenue ★  
P. O. Box 249  
East St. Louis, IL 62201



Clerk of Court  
★ 301 W. Main Street  
Benton, IL 62812

**Review the attached checklist to ensure you are submitting a complete admission packet.**

3. You do not need to appear before a judge to be admitted, but if you would like to do so, bring the documents referenced above when you appear before the judge. If you do not appear before a judge, you will need to appear before a Notary Public to take the prescribed oath. **The Notary Public should sign and place the seal on the attached AO153 card.** If you choose to appear before a judge to take the oath,

you should make an appointment by contacting one of the following Courtroom Deputy Clerks:

Courtroom Deputy	Phone Number	Judge	Courtroom Deputy	Phone Number	Judge
<b>Benton</b>			<b>East St. Louis</b>		
Kailyn Kramer	(618) 439-7744	District Judge Staci M. Yandle	Debbie DeRousse	(618) 482-9298	Chief Judge Michael J. Reagan
Tina Gray	(618) 439-7724	District Judge J. Phil Gilbert	Caitlin Fischer	(618) 482-9013	District Judge David R. Herndon
Karen Metheney	(618) 439-7754	Magistrate Judge Philip M. Frazier	Deana Brinkley	(618) 482-9342	District Judge Nancy J. Rosenstengel
			Jackie Payton	(618) 482-9376	Magistrate Judge Donald G. Wilkerson
			Angie Vehlewald	(618) 482-9419	Magistrate Judge Stephen C. Williams
			Chambers Staff	(618) 482-9006	Magistrate Judge Clifford J. Proud

4. When admitted, you will receive a copy of the signed Order, a Certificate of Admission, and a receipt for your payment in the mail. The Clerk's Office will prepare the order for the judge's signature; **it is not necessary for you to submit a proposed order**. You will receive an email with your CM/ECF login and password. Note that the Southern District of Illinois does not assign a separate federal bar number upon general admission.
  
5. If you need additional information or assistance regarding general admission procedures, please visit our website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and/or contact the clerk's office at (618) 482-9371 (East St. Louis) or (618) 439-7760 (Benton). The Local Rules are available on the website or may be purchased from the clerk's office for a fee.

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

In the Matter of the Admission  
to Practice Generally of:

\_\_\_\_\_

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)  
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)  
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**MOTION FOR ADMISSION  
TO PRACTICE GENERALLY**

1. The undersigned attorney, a member in good standing, moves for the general admission of \_\_\_\_\_ to the United States District Court for the Southern District of Illinois.

2. The applicant for admission resides in \_\_\_\_\_ (city/state) and is licensed to practice law in the State(s) of \_\_\_\_\_. The state bar number(s) issued to applicant are: \_\_\_\_\_.

3. Movant has known the applicant for \_\_\_\_\_ (years/months), and knows that s/he exhibits good moral character and general fitness to practice law. Movant recommends the applicant's admission to practice law in this district court.

Accordingly, movant asks that the court admit \_\_\_\_\_ to practice generally before this court pursuant to Southern District of Illinois Local Rule 83.1(a)(1).

Signed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Movant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Bar Number of Movant

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

In the Matter of the Admission  
to Practice Generally of:

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)  
)  
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\_\_\_\_\_

**MOTION FOR RECIPROCAL ADMISSION**  
**TO PRACTICE GENERALLY**

1. The undersigned attorney moves for general admission to the United States District Court for the Southern District of Illinois. In support of this motion, I have attached the following:

\_\_\_ Pursuant to Local Rule 83.1(a)(2), a Certificate of Good Standing from the State(s) of \_\_\_\_\_ where I am licensed to practice law; or

\_\_\_ Pursuant to Local Rule 83.1(a)(3), a copy of my Certificate of Admission in the Northern or Central District of Illinois.

2. The undersigned attorney resides in \_\_\_\_\_ (city/state) and is licensed to practice law in the State(s) of \_\_\_\_\_. The state bar number(s) issued to me are: \_\_\_\_\_.

Accordingly, I ask to be generally admitted to practice before this court.

Signed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS



ATTORNEY ADMISSION QUESTIONNAIRE

1. Full Name: \_\_\_\_\_
2. Affiliation/Firm Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_
5. Primary E-mail Address: \_\_\_\_\_
6. Secondary E-mail Address: \_\_\_\_\_

7. List all federal bar memberships, the date of admission, and your bar identification number, if any.

Jurisdiction	Date Admitted	Bar ID Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. List all state bar memberships, the date of admission, and your bar identification number, if any.

State	Date Admitted	Bar ID Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. List the undergraduate schools you attended and the degrees you received, if any.

Schools Attended

Degrees

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10. List the law school(s) you attended, the dates of attendance, and the degree you received, if any.

Law Schools Attended

Degrees

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11. Have you read and become familiar with:

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|----|--|-----|----|
| a. | the law relating to jurisdiction and venue in a United States District Court?  | Yes | No |
| b. | the Federal Rules of Civil Procedure?  | Yes | No |
| c. | the Federal Rules of Criminal Procedure?   | Yes | No |
| d. | the Federal Rules of Evidence?   | Yes | No |
| e. | The Model Rules of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? | Yes | No |
| f. | The Standards of Professional Conduct within the Seventh Circuit?  | Yes | No |

12. Have you assisted in the preparation of a civil or criminal case for trial? Yes No

If so, approximately how many times? \_\_\_\_\_

Were any of the cases pending in federal court? Yes No

13. Have you observed a complete hearing at which testimony was taken on the merits in a United States District Court? Yes No

14. Would you be willing to join our pro bono panel of volunteers to represent indigent civil litigants on cases pending in the district? Yes No

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AO 153 (Rev. 6/96) MODIFIED SOUTHERN DISTRICT OF ILLINOIS (Rev. 3/2011)

NAME: (LAST, FIRST, MI)		SOCIAL SECURITY NO.
<b>OATH ON ADMISSION</b>		
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) MODIFIED SOUTHERN DISTRICT OF ILLINOIS (Rev. 3/2011)

FIRM NAME		TEL. NO.
FIRM ADDRESS		
CITY	STATE	ZIP CODE
SWORN AND SUBSCRIBED BEFORE ME,		DATE
ADMITTED ON MOTION OF: (Movant)		

**Checklist for Applying for General Admission to  
the United States District Court  
for the Southern District of Illinois**

1. **MOTION FOR GENERAL ADMISSION**

\_\_\_ I have enclosed a completed Motion for Admission of Another to Practice Generally; or

\_\_\_ I have enclosed a Motion for Reciprocal Admission to Practice Generally and all necessary attachments.

2. **ATTORNEY ADMISSION QUESTIONNAIRE**

\_\_\_ I have enclosed a completed Attorney Admission Questionnaire.

3. **AO153 OATH ON ADMISSION CARD**

\_\_\_ I have appeared before a Notary Public and signed the AO153 Oath on Admission Card, and the notary has signed the card; or

\_\_\_ I have not attached a signed AO153 Oath on Admission Card, because I have contacted a courtroom deputy clerk to schedule a time to appear in person before a judge.

4. **ELECTRONIC FILING REGISTRATION**

\_\_\_ I have enclosed a completed Electronic Filing Registration Form;

\_\_\_ I have not submitted an Electronic Filing Registration Form because I already have a login/password in the Southern District of Illinois. My login is: \_\_\_\_\_.

5. **FEE**

\_\_\_ I have enclosed a check in the amount of \$226.00 made payable to Clerk, U.S. District Court; or

Once you have completed this checklist and the documents it references, mail it with your admission packet to either courthouse.

**Clerk of Court  
750 Missouri Avenue  
P. O. Box 249  
East St. Louis, IL 62201**

**Clerk of Court  
301 W. Main Street  
Benton, IL 62812**

Upon admission, you will receive a copy of the signed Order, a Certificate of Admission, and a receipt for your payment in the mail. You will receive an email with your CM/ECF login and password.

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

**ELECTRONIC FILING REGISTRATION FORM**

Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court for the Southern District of Illinois. You may submit the form online at the court's website, [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) or deliver the completed form to the clerk's office (by mail or in person). **If you are submitting General Admission paperwork to the clerk's office, print and submit this registration form with the paperwork. Do not submit this registration form electronically. After verification, your user id and password will be electronically mailed to the email address listed on the registration form.** Contact the ECF Help Desk at (866) 867-3169 (East St. Louis) or (866) 222-2104 (Benton) if you have questions concerning registration or the electronic filing process.

**Please Print or Type**

Full Name: \_\_\_\_\_

Bar ID Number: \_\_\_\_\_ State Issued: \_\_\_\_\_  
Indicate all states in which you are admitted to practice.

Affiliation/Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Secondary Email Address: \_\_\_\_\_

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

Are you already or have you recently applied to be generally admitted to practice in this court?    Yes    No

If not generally admitted, will you be applying for pro hac vice admission in this district court?    Yes    No

If so, in what case \_\_\_\_\_.

Are you submitting a new case?    Yes    No

Are you entering your appearance on behalf of a government agency?    Yes    No

Are you entering your appearance on behalf of a party to an MDL case?    Yes    No

By submitting this registration form, I agree to abide by all court rules, orders, policies, and procedures governing the use of the electronic filing system. I also consent to receive notices of filing pursuant to Federal Rules of Civil Procedure 5(b) and 77(d) via the court's electronic filing system. I understand that the combination of user id and password will serve as my signature. I agree to protect the security of my password and immediately notify the court if I learn that my password has been compromised.

Signature of Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed Registration Form to the clerk's office (by mail or in person) to:

**United States District Court  
Southern District of Illinois  
Attn: ECF Registration**

P. O. Box 249                      or                      301 W. Main Street  
East St. Louis, IL 62201                      Benton, IL 62812

Court Use Only

User Code Assigned: \_\_\_\_\_

Password Assigned: \_\_\_\_\_

Issuer: \_\_\_\_\_