

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA

FERNANDO GALINDO  
CLERK OF COURT

REBECCA BEACH SMITH  
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE  
RICHMOND DIVISION**

Applicants are required to take the Oath of Admission in open court before a U.S. District Judge. An admission proceeding may be held prior to most court hearings, except jury trials and settlement/pretrial/final pretrial conferences. An attorney (the movant) previously admitted to the Eastern District must accompany the applicant to the court proceeding to make an oral motion for the applicant's admission.

To determine the time for an admission proceeding, the applicant may review the Court's schedule on our website ([www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)) or call the Clerk's Office. The applicant is encouraged to check the Court's schedule or call the Clerk's Office shortly before appearing, in the event there are last minute changes to the docket.

The applicant and movant should report to the Clerk's Office 15 minutes before the admission proceeding, with the application (all signatures must be original) in hand. After taking the oath, the applicant should return the application to the Clerk's Office and pay the required \$181.00 fee. Additionally, the applicant may request a Certificate of Good Standing, for \$19.00. The certificate will qualify the applicant to practice before the U.S. District Court for the Western District of Virginia. A current copy of the applicant's Virginia Bar card must be attached to the application and show that the applicant is an active member.

The Clerk's Office will prepare and mail a Certificate of Admission and the Certificate of Good Standing to the applicant a few days following the court proceeding.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
RICHMOND DIVISION**

**APPLICATION TO QUALIFY AS AN ATTORNEY OF THE  
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA**

To: The Honorable Judges of the United States District Court for the Eastern District of Virginia

PERSONAL STATEMENT

FULL NAME (NO INITIALS PLEASE) \_\_\_\_\_  
Virginia State Bar Identification Number \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Firm Phone Number \_\_\_\_\_ Direct Dial Number \_\_\_\_\_  
FAX Number \_\_\_\_\_  
E-MAIL Address \_\_\_\_\_  
Office **Mailing** Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
I was born in (City, State, Country) \_\_\_\_\_  
My mother's maiden name is (was) \_\_\_\_\_  
I was naturalized at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date)  
I have been a practitioner since \_\_\_\_\_

I have not been reprimanded in any court nor has there been any action in any court pertaining to my conduct or fitness as a member of the bar. I am qualified to practice in the Supreme Court of Virginia.

I hereby certify that within ninety(90) days prior to the submission of this application I have read (a) The Federal Rules of Civil Procedure, (b) The Federal Rules of Criminal Procedure, (c) The Local Rules of this Court and (d) The Federal Rules of Evidence.

I understand the Court's policy concerning Electronic Case Filing (ECF) and certify that I will be registered for ECF within 90 days, and will update my registration as directed.

\_\_\_\_\_  
(Applicant's Signature)

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

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

We, the undersigned, do certify that we are members of the bar of this Court, not related to the applicant; that we know the applicant personally, that the said applicant possesses all of the qualifications required for admission to the bar of this Court; that we have examined the applicant's personal statement. We affirm that his/her personal and professional character and standing are good.

_____ (Signature)	_____ (Signature)
_____ (Typed or Printed Name) (Virginia Bar Number)	_____ (Typed or Printed Name) (Virginia Bar Number)

Are you interested in criminal appointments pursuant to the Criminal Justice Act? \_\_\_\_\_

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Western District of Virginia? Yes \_\_\_\_\_ No \_\_\_\_\_ (An additional \$19.00 fee required)

**OATH ON ADMISSION**

I do solemnly swear (or affirm) that I will demean myself as an attorney and counselor of this Court, uprightly and according to law; and that I will support the Constitution of the United States, so help me God.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Date:

Signature:

\_\_\_\_\_

Sworn and subscribed before me,

\_\_\_\_\_, Deputy Clerk    Date: \_\_\_\_\_

Admitted on motion of: \_\_\_\_\_

**A COPY OF YOUR VIRGINIA BAR CARD  
MUST BE ATTACHED TO THIS APPLICATION**