

2011 LOUISIANA COURTS ADMISSION CEREMONY

Sponsored by the North Louisiana Chapter
of the Federal Bar Association

Thursday, December 1, 2011
4:00 p.m. (Ceremony)

United States Courthouse
300 Fannin Street, 4th floor
Shreveport, Louisiana

REGISTRATION FORM (Registration Deadline - November 11, 2011)

Name: _____ Phone: _____

Address: _____

Louisiana Bar No.: _____ E-Mail Address: _____

Registration Instructions and Checklist:

Bar Admissions - Separate applications and checks must be submitted for each court.

_____ I wish to apply for admission to practice in the U. S. Court of Appeals for the Fifth Circuit.

Enclosed:

_____ Original signed Fifth Circuit Application and Oath for Admission

_____ Check for \$226.00 payable to "Clerk of Court"

_____ I wish to apply for admission to practice in the U. S. District Court for the Western District of Louisiana.

Enclosed:

_____ Original signed Petition for Admission with attachments*

_____ Check for \$201.00 payable to "Clerk of Court, U. S. District Court, Western District"

_____ Electronic Notice Service Form

(See Notice of Mandatory E-filing as of January 1, 2008, FYI)

_____ I wish to apply for admission to practice in the U. S. District Court for the Eastern District of Louisiana.

Enclosed:

_____ Original signed Petition for Admission with attachments*

_____ Check for \$221.00 payable to "Clerk of Court, U. S. District Court,

Eastern District”

_____ Electronic Case Filing System Attorney Registration Form

_____ CM/ECF Training Waiver Request Form (if applicable)

_____ I wish to apply for admission to practice in the U. S. District Court for the Middle District of Louisiana.

To be admitted to the Middle District of Louisiana you will need to apply online at www.lamd.uscourts.gov/baradmission . You MUST select the drop down box that you will be attending the Admission Ceremony in Shreveport on December 1, 2011. You will be required to pay the admission fee for the Middle District online at the time you submit your petition for admission.

*Note regarding the Petition for Admission for the district courts: Please **type** this form. In addition, please return an original of the Admission Petition for **EACH** district to which you are applying (ie. if you are applying to the Eastern and Western districts, you should return **two** original signed petitions with separate checks for each court).

Please return this form, together with all required forms and checks to:

Clerk, U. S. District Court
A Return to Tradition Ceremony
300 Fannin Street, Suite 1167
Shreveport, LA 71101

To join the FBA, please visit www.fedbar.org/join. Select the North Louisiana Chapter on the membership application. Doing so will help the FBA fund similar events in the future.

Shreveport Federal Court Swearing-In Ceremony

A swearing-in ceremony will be held in the United States Court House in Shreveport on **Thursday, December 1, 2011 at 4:00 p.m.** The ceremony will give new lawyers an opportunity to be formally introduced to the court by a law partner, mentor, or other member of the bar. Applicants can be sworn in to any or all of the federal courts in Louisiana: U.S. Fifth Circuit, Eastern District of Louisiana, Middle District of Louisiana and Western District of Louisiana.

A cocktail party hosted by the FBA will follow in the first floor Jury Lounge. This is an excellent opportunity to visit with federal judges and network with other federal court practitioners in North Louisiana.

For more information on the ceremony and to download the application forms for each court, please go to www.lawd.uscourts.gov

The deadline to submit your application is November 11, 2011.

The North Louisiana Chapter of the Federal Bar Association was formed in July 2008 to improve the quality of practice in federal courts and to create a vehicle for an active dialogue between attorneys and area federal judges. To join the FBA, please visit www.fedbar.org/join. Please make sure to select the North Louisiana Chapter on the membership application. Doing so will help the FBA fund similar events in the future.

UNITED STATES DISTRICT COURT

FOR THE

WESTERN DISTRICT OF LOUISIANA

PETITION FOR ADMISSION TO PRACTICE

The Petition of _____ with respect represents that:

I.

Petitioner resides at _____ in the City of _____, Parish
or County of _____, State of _____, Zip Code
_____.

II.

Petitioner's date of birth is _____ and petitioner's Social Security number
is _____. Petitioner's Louisiana Bar Number is _____ (this is
required.)

III.

Petitioner's office address is _____, the firm
name of _____ in the City of _____
Parish or County of _____, State of _____, Zip Code _____,
Business Phone number _____ and Business Fax number _____.

IV.

Petitioner's general education consists of elementary and secondary school education and

V.

Petitioner was admitted to practice before the Supreme Court and all the inferior courts of Louisiana on _____. Other courts before which petitioner has been admitted to practice together with the dates of admission are: _____

VI.

Petitioner annexes hereto his/her affidavit and the certificates of two qualified persons as to petitioner's character ("Attachment A") and a completed Bar Membership Information Sheet ("Attachment B").

VII.

Petitioner is qualified to practice before this Court, is of good moral character and is not subject to any pending disbarment or professional disciplinary proceedings in any other court, department, bureau or commission of any state or the United States. (If the applicant has previously been subject to any disciplinary proceedings, full information about the proceedings, the charges and the result is to be supplied herewith as "Attachment C").

VIII.

Petitioner has never been charged with a violation of any laws or municipal ordinances other than traffic violations. (If the applicant has previously been charged with a violation of any laws or municipal ordinances other than traffic violations, state when, where and the nature and disposition

of the charge: supply full explanation and annex hereto as "Attachment D").

IX.

Petitioner has read in their entirety the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility, and the Local Rules of the United States District Court to which application is hereby made and will follow and apply such rules before this Court.

WHEREFORE, the petitioner prays that (s)he may be duly admitted to practice before this Honorable Court.

(Name Typed or Printed)

(Signature)

(Louisiana State Bar Association Number)

(Social Security Number)

(Address)

(Telephone Number)

NOTE: Check should be made payable to "Clerk of Court" for \$201.00.

UNITED STATES DISTRICT COURT

Attachment A - Petition for Admission to Practice

NAME: _____

I do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will well and faithfully discharge my duties as an attorney and officer of this Court; and that I will demean myself uprightly and according to law and the recognized standards of ethics of the legal profession. I do further solemnly swear (or affirm) that I have read the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility and the Local Rules of the United States District Court for the District to which application is hereby made, and that I am fully prepared to abide by them in my practice before this Court.

Louisiana Bar Number

Signature of Applicant

STATE OF LOUISIANA

PARISH OF _____

Before me the undersigned authority, personally came and appeared _____ to me personally known, who being first duly sworn, did depose and say that the above and foregoing answers and statements were made by him/her and that they are true and correct.

Sworn to and subscribed before me, this _____ day of _____, 200_____.

NOTARY PUBLIC

* * *

I, _____, certify that I have known applicant, _____, for approximately _____ years. I am familiar with applicant's reputation and moral character, such that I believe that (s)he should be admitted to practice before this Court.

I was admitted to practice before the United States District Court for the _____ District of Louisiana on the _____ day of _____, _____.

Signature

* * *

I, _____, certify that I have known applicant, _____, for approximately _____ years. I am familiar with applicant's reputation and moral character, such that I believe that (s)he should be admitted to practice before this Court.

I was admitted to practice before the United States District Court for the _____ District of Louisiana on the _____ day of _____, _____.

Signature

NOTE: Attorneys certifying applicant's character must be admitted to practice in one or more Federal Districts in Louisiana but need not be admitted in the District to which this petition is submitted: eg. attorneys admitted only in the Eastern District may certify the character of an applicant to the Middle and Western, as well as the Eastern Districts.

UNITED STATES DISTRICT COURT

Attachment B - Petition for Admission to Practice

All applicants for admission to practice before this Court must fill out this information sheet and return it to the Clerk of Court with application.

Name: _____

Date of Birth: _____

Louisiana State Bar Association Number: _____

Firm/Organization: _____

Business Address: _____

City/State/Zip: _____

Business Phone No.: _____ Fax No.: _____

Date of admission to Louisiana Supreme Court: _____

Date of admission to the United States Fifth Circuit (if applicable): _____

Language(s) other than English that you speak: _____

Are you interested in being appointed to represent indigents? _____ Yes _____ No

Preferences (Please check preference, even if answer is no)

_____ Criminal

_____ Civil

_____ Criminal Appellate

_____ Civil Appellate

Are you interested in the Federal Bar Association?

_____ Yes

_____ No

_____ Already a member

Are you interested in the Bar Association of the Fifth U. S. Court of Appeals?

_____ Yes

_____ No

_____ Already a member

Do you wish to be included on the list of attorneys who practice before the Bankruptcy Court frequently and wish to receive special notification of items of interest to the Bankruptcy Bar?

_____ Yes

_____ No

Signature

Date

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA

ELECTRONIC NOTICE SERVICE FORM

Name (first, middle, last, generation): _____

Bar Number: _____

CONSENT TO RECEIVE NOTICE AND SERVICE ELECTRONICALLY

In accordance with the provisions of Fed.R.Civ.P.5(b), I understand that service, except for original process, will be given to me by electronic means to the primary e-mail address listed below. I agree to waive the provisions of Fed.R.Civ.P. 77(d) and Fed.R.Crim.P 49(c) providing service of notice of the entry of an order or judgement by mail and consent that such notice may be served by electronic means via the court's electronic filing system in all cases where I appear as attorney of record. **Note: For security reasons, viewing documents in Social Security cases will require a CM/ECF login and password. There is no charge for the login and password, but training may be necessary. To obtain one, please visit our website at www.lawd.uscourts.gov.

I understand it is my responsibility to advise the Clerks Office promptly, in writing, of any electronic mail or physical address changes. I understand that electronic mail filter software (SPAM filter) may interfere with receipt of e-mail notices and have verified that any such software installed on my computer or network will not filter out messages sent from Clerk@lawd.uscourts.gov. I understand this electronic notice will be in lieu of notice by any other means.

Please **TYPE** or **LEGIBLY PRINT** the following information:

Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Primary e-mail: _____

Secondary e-mail(s) (eg. secretaries, paralegals. Do not include co-counsel): _____

Signature

Date

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
Subject: Mandatory E-Filing**

As of **January 1, 2008**, filing of all documents with this court by attorneys **must** be electronic. Each attorney wishing to file a document with this court must have a login and password from this court to file a document. A login and password may be acquired from this court in two ways: (1) An attorney who has not taken a course in electronic filing must take such class prior to being issued a login and password; (2) If an attorney has received a login and password from another United States Court, the attorney may apply to this court for issuance of a login and password.

Classes are offered by this court at each division and registration may be accomplished by completing the forms available at the website listed below. It is to be noted that attorneys will receive CLE credit for this training.

An attorney who would like to have staff attend the training with them may register them also. An attorney who wishes to have staff attend in their stead may do so with the execution of a form waiving their presence and authorizing the staff member to both train for them and to receive their login and password.

To prevent problems in filing documents, please secure your login and password as soon as possible. **Any attorney attempting to file a document in paper form will have to secure an order from the court for good cause shown waiving electronic filing.**

For further details on electronic filing in the Western District of Louisiana, please go to the court's website (www.lawd.uscourts.gov) and click on **Court Operations** and then **ECF Training**.

UNITED STATES DISTRICT COURT
FOR THE
EASTERN DISTRICT OF LOUISIANA

PETITION FOR ADMISSION TO PRACTICE

The Petition of _____ with respect represents that:

I.

Petitioner resides at _____ in the City of _____, Parish
or County of _____, State of _____, Zip Code
_____.

II.

Petitioner's date of birth is _____ and petitioner's Social Security number
is _____. Petitioner's Louisiana Bar Number is _____ (this is
required.)

III.

Petitioner's office address is _____, the firm
name of _____ in the City of _____
Parish or County of _____, State of _____, Zip Code _____,
Business Phone number _____ and Business Fax number _____.

IV.

Petitioner's general education consists of elementary and secondary school education and

V.

Petitioner was admitted to practice before the Supreme Court and all the inferior courts of Louisiana on _____. Other courts before which petitioner has been admitted to practice together with the dates of admission are: _____

VI.

Petitioner annexes hereto his/her affidavit and the certificates of two qualified persons as to petitioner's character ("Attachment A") and a completed Bar Membership Information Sheet ("Attachment B").

VII.

Petitioner is qualified to practice before this Court, is of good moral character and is not subject to any pending disbarment or professional disciplinary proceedings in any other court, department, bureau or commission of any state or the United States. (If the applicant has previously been subject to any disciplinary proceedings, full information about the proceedings, the charges and the result is to be supplied herewith as "Attachment C").

VIII.

Petitioner has never been charged with a violation of any laws or municipal ordinances other than traffic violations. (If the applicant has previously been charged with a violation of any laws or municipal ordinances other than traffic violations, state when, where and the nature and disposition

of the charge: supply full explanation and annex hereto as "Attachment D").

IX.

Petitioner has read in their entirety the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility, and the Local Rules of the United States District Court to which application is hereby made and will follow and apply such rules before this Court.

WHEREFORE, the petitioner prays that (s)he may be duly admitted to practice before this Honorable Court.

(Name Typed or Printed)

(Signature)

(Louisiana State Bar Association Number)

(Social Security Number)

(Address)

(Telephone Number)

NOTE: Check should be made payable to "Clerk of Court" for \$221.00.

UNITED STATES DISTRICT COURT

Attachment A - Petition for Admission to Practice

NAME: _____

I do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will well and faithfully discharge my duties as an attorney and officer of this Court; and that I will demean myself uprightly and according to law and the recognized standards of ethics of the legal profession. I do further solemnly swear (or affirm) that I have read the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility and the Local Rules of the United States District Court for the District to which application is hereby made, and that I am fully prepared to abide by them in my practice before this Court.

Louisiana Bar Number

Signature of Applicant

STATE OF LOUISIANA

PARISH OF _____

Before me the undersigned authority, personally came and appeared _____ to me personally known, who being first duly sworn, did depose and say that the above and foregoing answers and statements were made by him/her and that they are true and correct.

Sworn to and subscribed before me, this _____ day of _____, 200____.

NOTARY PUBLIC

* * *

I, _____, certify that I have known applicant, _____, for approximately _____ years. I am familiar with applicant's reputation and moral character, such that I believe that (s)he should be admitted to practice before this Court.

I was admitted to practice before the United States District Court for the _____ District of Louisiana on the _____ day of _____.

Signature

* * *

I, _____, certify that I have known applicant, _____, for approximately _____ years. I am familiar with applicant's reputation and moral character, such that I believe that (s)he should be admitted to practice before this Court.

I was admitted to practice before the United States District Court for the _____ District of Louisiana on the _____ day of _____.

Signature

NOTE: Attorneys certifying applicant's character must be admitted to practice in one or more Federal Districts in Louisiana but need not be admitted in the District to which this petition is submitted: eg. attorneys admitted only in the Eastern District may certify the character of an applicant to the Middle and Western, as well as the Eastern Districts.

UNITED STATES DISTRICT COURT

Attachment B - Petition for Admission to Practice

All applicants for admission to practice before this Court must fill out this information sheet and return it to the Clerk of Court with application.

Name: _____

Date of Birth: _____

Louisiana State Bar Association Number: _____

Firm/Organization: _____

Business Address: _____

City/State/Zip: _____

Business Phone No.: _____ Fax No.: _____

Date of admission to Louisiana Supreme Court: _____

Date of admission to the United States Fifth Circuit (if applicable): _____

Language(s) other than English that you speak: _____

Are you interested in being appointed to represent indigents? _____ Yes _____ No

Preferences (Please check preference, even if answer is no)

_____ Criminal

_____ Civil

_____ Criminal Appellate

_____ Civil Appellate

Are you interested in the Federal Bar Association?

_____ Yes

_____ No

_____ Already a member

Are you interested in the Bar Association of the Fifth U. S. Court of Appeals?

_____ Yes

_____ No

_____ Already a member

Do you wish to be included on the list of attorneys who practice before the Bankruptcy Court frequently and wish to receive special notification of items of interest to the Bankruptcy Bar?

_____ Yes

_____ No

Signature

Date

**United States District Court
Eastern District of Louisiana
ELECTRONIC CASE FILING SYSTEM
Attorney Registration Form**

This form shall be used to register for an account on the Eastern District of Louisiana's Electronic Filing System. Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing systems. The following information is required for registration:

Please Type

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone Number: _____

FAX number: _____

E-Mail
Address: _____

(Attorney's email for electronic service)

Additional E-Mail Address: _____

(Secretary, central repository, etc.)

****Note: Attorneys seeking to file documents electronically must first be admitted to practice in the United States District Court, Eastern District of Louisiana pursuant to LR83.2.3E or 83.2.6E. Attorneys filing only in MDL cases are not required to be admitted to practice in this court.**

****By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's electronic filing system and consents to receive service from other filing users by the Notice of Electronic Filing generated by the Court's electronic filing system. 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 passwords and immediately notify the court if they learn that their password has been compromised.**

Date

Attorney/Participant Signature

You must bring the completed form with you to your scheduled training.

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
CM/ECF TRAINING WAIVER REQUEST FORM

The United States District Court, Eastern District of Louisiana, requires that an attorney attend a training class before the attorney is given a login and password to electronically file in this court.

However, if you attest that you have previously used CM/ECF to electronically file documents in another district or bankruptcy court, or you have previously attended CM/ECF training at another district or bankruptcy court, you may request a training waiver by filling out the information located below. In addition, you must also submit a signed CM/ECF Registration Form which is provided on the following page.

Please type or print:

Prior CM/ECF Filing Experience:

I, _____, hereby certify that I have previously filed
using CM/ECF in the United States District/Bankruptcy (*circle one*) Court, for the
_____ District of _____.

Or, Prior CM/ECF Training Experience:

I, _____, hereby certify that I have attended CM/ECF training
at the United States District/Bankruptcy (*circle one*) Court, for the _____ District of
_____, on or about the date of _____.

I certify that I understand how to use the CM/ECF system and that I have read all court rules and procedures regarding CM/ECF. I authorize the Clerk's Office to contact me by telephone, mail or email to inform me of my login and password.

Signature

Date

LA Bar Number

Please send to: Clerk's Office, at 500 Poydras Street, Room C-151, New Orleans, LA 70130 or
by fax to (504) 589-7697.

APPLICATION AND OATH FOR ADMISSION

U. S. COURT OF APPEALS FOR THE FIFTH CIRCUIT, 600 S. Maestri Place, New Orleans, LA 70130

PERSONAL STATEMENT

Name (Last, First, Middle), Firm or Agency, Street Address, Suite, City & State, Zip, Social Security No., Phone, Fax, E-Mail Address, Date of Birth, Sex (M, F), List State Bars to which admitted, and State Bar Numbers

Pursuant to FED. R. APP. P. 46(a), you must be a member in good standing of a federal or state court/bar. Please attach a certificate of good standing from a qualifying court identified below. (NOTE, a certificate of good standing is not required if you were initially admitted to a state bar or state supreme court within 30 days of this application.)

Court, Date Admitted

Please answer the following questions.

- Yes No
1. Have you ever been known by any name other than the one appearing on this application?
2. Have you been disbarred, suspended from practice or received a reprimand pertaining to your conduct or fitness to practice law from any court, department, bureau or commission of any State or the United States?
3. Are you presently under investigation, or have you been a party to criminal, or civil proceedings alleging fraud, misrepresentation or other dishonesty?

ADMISSION FEE: The \$226 admission fee is to be paid by check payable to "Clerk, United States Court." If claiming a fee exemption under 5th Cir. R. 46.1, mark as appropriate: Court Apptd., U.S. Counsel, Newly Graduated Military Attorney

CASE NUMBER in Fifth Circuit (If Any),

OATH (OR AFFIRMATION): I, do solemnly swear (or affirm) that I will conduct 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.

Subscribed and sworn to before me a Notary Public in and for the of, State of this day of

MOTION: I, a member of the Bar of this Court, move the above attorney's admission. (Please print or type)

Admitted this day of

By Deputy Clerk U.S. Court of Appeals

1 Please see attached note.

Note Regarding Newly Graduated Military Attorney Status:

In August 2008, we amended 5th CIR. R. 46.1 to allow an admission fee waiver for newly graduated lawyers admitted to practice in Louisiana, Mississippi, and Texas; and on initial extended active duty orders for service in the Judge Advocate General's Corps of the armed forces.

To claim an exemption please:

- 1) Mark the Newly Graduated Military Attorney box;
- 2) Provide a paper or electronic copy of your law school transcript, or other document from you school showing your graduation date;
- 3) Provide a paper or electronic copy of your orders directing you to report for extended active duty with the Judge Advocate General's Corps;
- 4) Provide documentation of bar admission.

If you have questions call 504-310-7700.