

U. S. District Court
Western District of Louisiana

Frequently Asked Questions

Q. Who may become a member of the bar of the district court?

A. Any member in good standing of the bar of the Supreme Court of Louisiana is eligible for admission to the bar of this court.

Q. What procedures do I need to follow to be admitted as a member of the bar of the U. S. District Court, Western District of Louisiana?

A. Each applicant for admission to the bar of this court must file with the clerk a completed petition for admission, signed by him/her and endorsed by two members of the bar of this court. Along with the submission of the petition each applicant must file the following items:

- Written Oath for Admission to Practice
- Original Certificate of Good Standing from either the LA Supreme Court or LA Bar Association
- Admission fee (The current fee can be located in the Schedule of Fees section of the Guide to Practice.)

The completed petition package should be mailed to the following address:

Clerk, United States District Court
Attention: Jury Administrator
300 Fannin Street, Suite 1167
Shreveport, LA 71101

No appearance is necessary or required.

Q. May I take the oath of admissions for the bar of the U. S. District Court before an out-of-state federal judge?

A. No, the Western District of Louisiana has not authorized this practice as it is not necessary. No appearance is necessary or required for admission to this court.

Q. Is there an admission fee to become a member of the district court's bar?

A. Yes, there is a fee for admission to this court. The current fee can be located in the Schedule of Fees section of the Guide to Practice.

Q. How can I obtain a new Attorney Admission Certificate from the court?

A. A duplicate Attorney Admission Certificate may be obtained by sending a letter to the clerk's office in Shreveport. The fee for a duplicate Attorney Admission Certificate can be located in the Schedule of Fees section of the Guide to Practice.

Q. How do I request a Certificate of Good Standing and Statement of Discipline from the court?

A. Members of the bar of the U. S. District Court for the Western District of Louisiana may request a Certificate of Good Standing and Statement of Discipline by sending a letter to the clerk's office in Shreveport. The current fee can be located in the Schedule of Fees section of the Guide to Practice.

Q. Does the court charge an annual attorney registration fee?

A. No, the U. S. District Court for the Western District of Louisiana does not charge an annual attorney registration fee.

Q. How do I update my contact information with the court?

A. Any change in name, firm, address, phone, fax or e-mail address must be submitted to the court to insure proper noticing of admitted attorneys. Attorney contact information may be updated in one of three ways:

1. Send a letter to the attorney admission section in the Shreveport Clerk's office.
2. Fax a letter to the attorney admission section in the Shreveport Clerk's office at 318-676-3962.
3. E-mail the updated contact information to:
cmecf_helpdesk@lawd.uscourts.gov

Q. Do I need to place my bar roll number on pleadings that are filed with the court?

A. All correspondence and pleadings sent to the court must contain the bar roll number. This number is to be placed by your name in the signature block.

Q. How do I get my name placed on the docket sheet as an attorney of record?

A. The names of attorneys listed on an initial pleading filed on behalf of a party are placed on the docket sheet. Pursuant to LR83.2.12, where counsel has appeared for any party, other counsel may appear for the same party only:

- A. Upon motion of counsel of record for that party, or motion consented to by him/her;
- B. Upon motion, after counsel for the party has been permitted to withdraw or has died, or is incapacitated, or cannot be found; or
- C. Upon motion of a party after notice to counsel of record and a hearing thereon.

Q. How do I get my name removed from the docket sheet as an attorney of record?

A. Pursuant to LR 83.2.11, the original counsel of record shall be held to represent the party for whom he or she appears unless the court permits him or her to withdraw from the case. He or she may obtain permission only upon joint motion to substitute counsel or upon a written motion served on opposing counsel and the client before the court acts. If other counsel is not thereby substituted, the motion to withdraw shall contain the present address of the client and the client's telephone number if the client can be reached by telephone. The motion shall be accompanied by a certificate of service, including a statement that the client has been notified of all deadlines and pending court appearances, on both the client by certified mail and opposing counsel, or an affidavit stating why service has not been made.