

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 in as a member of the bar of the U. S. District Court?

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 the LA Supreme Court

*Authorization Notice for Facsimile Transmission

*\$75.00 admission fee

The completed petition package may 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.

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

A. Yes, the fee is \$75 for admission to the bar.

Q. How can I get 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, for a fee of \$15.

Q. How do I request a Certificate of Good Standing 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 by writing the clerk's office in Shreveport and paying a \$15 fee for each certificate.

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

A. Not at this time. The court will begin this practice in 2002. Attorneys admitted to the U. S. District Court for the Western District of Louisiana will be notified as to when this change will take affect.

Q. If I change my mailing address, do I need to notify the court?

A. Yes, all changes of names, mailing address, phone or fax numbers must be submitted to the court to insure [proper noticing of admitted attorneys](#).

Q. Do I need to place my bar roll number on my 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 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 the attorneys listed on an initial pleading filed on behalf of a party are placed on the docket sheet. Pursuant to LR 83.2.12, 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 or a party after notice to counsel of record and a hearing thereon.

Q. How do I get my names 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.

Q. If more than one attorney from my firm has entered an appearance for a client on a case, who will receive notices from the court?

A. The attorney designated as "Trial Attorney" or "T.A." will be responsible for the case and all notices of all other communications with respect to the case.