

**2015 LOUISIANA COURTS
ADMISSION CEREMONY
and
CONTINUING LEGAL EDUCATION**

Sponsored by the North Louisiana Chapter
of the Federal Bar Association
and the
Bar Association of the Fifth Federal Circuit

Thursday, December 3, 2015	United States Courthouse
1:00 p.m. (Continuing Legal Education)	300 Fannin Street, 4 th floor
4:00 p.m. (Admission Ceremony)	Shreveport, Louisiana

**REGISTRATION FORM (Registration DEADLINE for ADMISSION CEREMONY-
NOVEMBER 13, 2015)
(Deadline for CLE ONLY - December 1, 2015)**

Name: _____ Phone: _____

Firm: _____

Address: _____

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

Registration Instructions for CLE: Complete registration online at
<http://www.lawd.uscourts.gov/content/cle-registration> OR mail completed Registration Form to
the address listed at the bottom of this form.

***Attending the 3 hours of CLE?** Yes _____ No _____
(Including Professionalism, Legal Writing and Civil Cases of Interest in the Fifth Circuit)

****Cost is \$10 per hour, or a total of \$30 (PAY AT THE DOOR with check payable to
NORTH LOUISIANA FEDERAL BAR)**

(Deadline for CLE ONLY - December 1, 2015)

***Registration Instructions and Checklist for Bar Admissions - Separate applications and
checks must be submitted for each court.**

(Deadline for Admissions Ceremony - November 13, 2015)

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

_____ 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
- _____ Check for \$206.00 payable to "Clerk of Court, U. S. District Court, Eastern District"
- _____ Attorney Registration Statement
- _____ ECF Attorney Registration Form
- _____ CM/ECF Training Waiver Request Form

_____ 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/Default.aspx. You MUST select the drop down box that you will be attending the Admission Ceremony in Shreveport on December 3, 2015. You will be required to pay the admission fee for the Middle District online at the time you submit your petition for admission.

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

To be admitted to the Fifth Circuit Court of Appeals you will need to apply online. Please see the attached forms and information as to how you may apply to the Fifth Circuit Court of Appeals.

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.****

Western District

of

Louisiana

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA

PETITION FOR ADMISSION

Under the provisions of LR Rule 83.2.3, the undersigned attorney petitions the Court for admission to practice before this Court representing as follows:

NAME: _____
(LAST) (FIRST) (MIDDLE)

HOME ADDRESS: _____
(Street or P. O. Box)

(CITY) (ZIP CODE) (PARISH)

HOME TELEPHONE: _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH: _____ STATE BAR IDENTIFICATION NO. _____
(State Bar ID # Is Required)

NAME OF FIRM: _____
OFFICE ADDRESS: _____
(Street or P. O. Box)

(CITY) (ZIP CODE) (PARISH)

OFFICE TELEPHONE: _____ FAX #: _____ (include area code)

MY higher educational background is as follows:

SCHOOL	YEARS (dates)	DEGREE
_____	_____	_____
_____	_____	_____
_____	_____	_____

In addition to the bar of the Louisiana Supreme Court, I am admitted to practice before the following Courts:

COURT	DATE OF ADMISSION
_____	_____
_____	_____
_____	_____

I understand it is my responsibility to advise the Clerk's 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 enoticing@lawd.uscourts.gov. I understand this electronic notice will be in lieu of notice by any other means.

PRIMARY E-MAIL: _____
SECONDARY E-MAIL(S) (e.g., secretaries, paralegal. Do not include co-counsel): _____

I have never been disbarred nor suspended from practice before any Court, department, bureau, commission or other body of the any state of the United States, nor have I received any reprimand from any such Court or o t h e r b o d y , e x c e p t a s follows: _____

I am qualified to practice before this Court and am not subject to any pending disbarment or professional discipline procedure in any Court, except as follows: _____

I have 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 for the Western District of Louisiana. I will follow and apply such rules before this Court.

SIGNED: _____

STATE OF LOUISIANA
PARISH OF _____

BEFORE ME, the undersigned Notary Public, came and appeared _____, who after being duly sworn, did depose and say that all the allegations made in the above Petition for Admission are true and correct to the best of his/her knowledge.

Petitioner

THUS DONE AND PASSED, before me, Notary Public, this the _____ day of _____, _____, at _____, Louisiana.

Notary Public

ENDORSEMENT

I am admitted to practice before this Court and am familiar with _____ . I have read the Petition for Admission, and it is true to the best of my knowledge and belief. Petitioner is of good moral character and is qualified to practice before this Court.

ENDORSEMENT MUST BE ORIGINAL SIGNATURE (NO FAX OR COPY)

Signed _____	Signed _____
Name _____ (Type or Print)	Name _____ (Type or Print)
Date _____ LA # _____	Date _____ LA # _____

*****NOTICE*****

Effective January 1, 2008, it became mandatory to file by electronic means in the U. S. District Court, Western District of Louisiana. If you need more information about electronic filing, please refer to our website at www.lawd.uscourts.gov.

WESTERN DISTRICT OF LOUISIANA

WRITTEN OATH FOR ADMISSION TO PRACTICE

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 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, and the Local Rules of the United States District Court for the Western District of Louisiana and that I am fully prepared to use and abide by them in my practice before this Court. SO HELP ME GOD.

Signature of Applicant

STATE OF LOUISIANA, PARISH OF _____

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

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

Notary Public

Eastern District

of

Louisiana

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

IN RE: _____

PETITION FOR ADMISSION TO PRACTICE

TO THE HONORABLE, THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA

The petition of _____ with respect represents that:

I.

Petitioner resides at _____, in the City of _____, Parish of _____, State of Louisiana.

II.

Petitioner's office address is _____, in the City of _____, Parish of _____, State of Louisiana.

III.

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

IV.

Petitioner's legal education consists of _____
_____.

V.

Petitioner was admitted to practice before the Supreme Court and all of 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 is qualified to practice before this Court, is of good moral character, and is not subject to any pending disbarment or professional discipline procedure in any other court. (If the applicant has been convicted of a felony or has previously been subject to any disciplinary proceedings, full information about the conviction or about the disciplinary proceedings, including the charges and the result will be given.)

VII.

As required by Local Rule LR83.2.2, petitioner annexes hereto the certificates of two qualified persons as to petitioner's character.

VIII.

As required by the Administrative Procedures for Electronic Filing, petitioner annexes hereto a registration form for the court's electronic case filing system.

WHEREFORE, the petitioner pray that he/she may be duly admitted to practice before this Honorable Court.

Signature

Name Typed

Address

City/State/Zip Code

Telephone

Louisiana Bar Number

CERTIFICATE

I, _____, a member in good standing of the Bar of this court, do hereby certify that I have known _____, the petitioner herein, for more than _____ years (here specify in what way: personally, professionally, through business contacts, etc.): _____, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

Signature

CERTIFICATE

I, _____, a member in good standing of the Bar of this court, do hereby certify that I have known _____, the petitioner herein, for more than _____ years (here specify in what way: personally, professionally, through business contacts, etc.): _____, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

Signature

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

ATTORNEY REGISTRATION STATEMENT

Pursuant to Local Rule 83.2.2 of the United States District Court for the Eastern District of Louisiana

TITLE Mr. ___ Mrs. ___ Miss ___ Ms. ___ LA Bar No. _____

NAME _____
(Last) (First) (Middle)

FIRM NAME _____

OFFICE ADDRESS _____

RESIDENCE ADDRESS _____

BUSINESS TELEPHONE NUMBER _____

FAX NUMBER _____

List below the Bars of all states, territories, districts, commonwealths or possessions or other courts of the United States to which you are admitted to and the dates of such admissions:

<u>Bars</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____

Date

Signature

NOTE: A Supplemental statement of any changes in the foregoing information shall be filed within 35 days of such change.

Rev 4/11

**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 Case Filing System (ECF). Registered attorneys will have privileges to submit documents electronically and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing System. If you are already admitted to practice, this form should be emailed to ECF_Registration@laed.uscourts.gov. If you are seeking admission to the bar of this Court, attach this form to your petition for admission to practice. The following information is required for registration:

Please Type

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone 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 be admitted to practice in the United States District Court, Eastern District of Louisiana, pursuant to Civil LR83.2.2 or be admitted for a particular case (pro hac vice) pursuant to Civil LR83.2.5. If allowed in the MDL case management order, attorneys may register for electronic case filing in MDL cases without being admitted to practice in this Court or admitted pro hac vice.**

****While training is not required to obtain a CM/ECF login and password, training is available via an online tutorial at the Court's website (<http://www.laed.uscourts.gov/Tutorial/ecf2d/>).**

****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 receive 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 Signature

INSTRUCTIONS REGARDING OPTIONAL FORM ORDER

The following attachment is an optional form order admitting to the Bar an attorney who personally appeared before a District or Magistrate Judge seeking admission. This optional form is for use at the specific request of the District or Magistrate Judge.

In accordance with Rule 83.2.2 of the Local Civil Rules of the United States District Court for the Eastern District of Louisiana, the Court's admission procedure is indicated on the Court's website, www.laed.uscourts.gov, and appears under Attorney Information/Admissions.

ORDER

Considering the request of petitioner for admission to the bar of this Court, **IT IS ORDERED** that the petition be **GRANTED** and that petitioner be admitted to practice before this Court.

New Orleans, LA, this _____ day of _____, _____.

United States District Judge/Magistrate Judge

Middle District

of

Louisiana

Complete online

at

www.lamd.uscourts.gov/baradmission/Default.aspx

Fifth Circuit

Court of

Appeals

Applying for Admission with the Fifth Circuit Court of Appeals

Applications for the Fifth Circuit Court of Appeals are submitted and paid through the Court's CM/ECF system. Please register for a **Pacer CM/ECF APPELLATE FILER Account with the Fifth Circuit** to begin your admissions process. Please indicate you are an ATTORNEY, NOT ADMITTED TO PRACTICE in the Fifth Circuit on the registration form.

A direct link to register for an **Appellate Filer Account** is:

<https://www.pacer.gov/psco/cgi-bin/cmecf/ea-regform.pl>

Registration tips:

- Passwords must be 8 - 14 characters and contain at least 2 non-alphacharacters; you can enter a password of your choosing or allow the system to generate one for you
- Please note that the form is for ALL appellate courts and you must check off the box for the Fifth Circuit

Once registered, and after you receive your bar roll number, you are ready to complete your application. The application is attached, please fill out the application and sign it in front of a Notary. You must also have a Movant (an attorney who is a current member of the Fifth Circuit) sign your application -if you do not know a current member to sign your form, you may write a letter asking for the Clerk of Court to sponsor your membership (upload this letter with your application). After your application is complete, scan it and save it as a PDF file on the computer you will use to complete your registration process.

Attorneys newly admitted to the state bar (within 30 days) DO NOT need to supply a Certificate of Good Standing.

Once your Application is prepared and scanned and you are ready to upload your application and pay the required fee of \$226.00 (both credit card or checks are paid on-line).

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 _____ Cell Phone _____

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 or if you are an attorney working for the U.S. Government or U.S. Judiciary.)

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? If so, attach a list of all other names used.
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? Are any such proceedings or allegations pending against you? If so, attach a detailed explanation containing dates and circumstances.
3. Are you presently under investigation, or have you been a party to criminal, or civil proceedings alleging fraud, misrepresentation or other dishonesty? If so, attach a detailed explanation.

ADMISSION FEE: The \$226 admission fee is to be paid via Pay.gov if filing this document electronically in CM/ECF. If this document is forwarded by mail, the fee is 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^1

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. I further swear (or affirm) all responses in my personal statement, including any attachments thereto, are true and correct to the best of my knowledge, information and belief.

Signature of Applicant

Subscribed and sworn to before me a Notary Public in and for the parish/county of _____, State of _____ this _____ day of _____, 20_____.

Signature of Notary

As REQUIRED by Federal Rule of Appellate Procedure 46(a)(3), please have a current member of our bar complete the portion below:

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

Signature

^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.

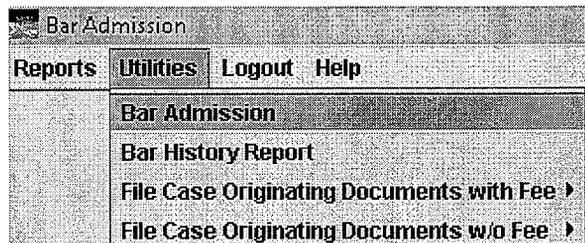
Submitting an Attorney Bar Application Electronically to the Fifth Circuit:

Note: Non-bar members must register to become an ECF filing user in order to submit a bar application for admission electronically. Limited access privileges will be approved until admitted to the Fifth Circuit's bar, at which time full electronic filing access will be authorized.

Applications for Admission must be submitted by the registered ECF filer attorney only. Attorneys may not submit applications on behalf of other attorneys.

Turn off pop-up blockers in your browser.

1. Log in to CM/ECF electronic filing system.
2. From the Startup page, select the menu option 'Utilities'.
3. Select the option 'Bar Admission'.



4. Be sure to read the instructional text provided.
5. Enter the 'State Bar Number'.
6. Select from the 'Fee Waiver Reason' drop-down list, if applicable.
7. Select 'State of Residence'.
8. Click the [Browse] button to upload the completed Application and Oath for Admission PDF document.
9. Enter the description of the document in the 'Description' field.
10. Click [Add Another Document] to upload any additional attorney bar admission related documents, such as the required Certificate of Good Standing.
11. Enter the description of the additional related document(s) in the 'Description' field.
12. Click the [Pay Now and Submit Application] button to launch the Pay.gov website
13. If a valid Fee Waiver Reason was selected, click the [Submit Documents] button.

Manner Application Received: Electronic Submission State Bar Number: 78910

Fee Waiver Reason: A Waiver Not Applicable State of Residence: LA

Fee Amount: \$226.00

Document: OUP-PDFs\ANSWER filed.pdf Browse... Description: Application and Oath for Admission

Document: PPEARANCE aty not active.pdf Browse... Description: Certificate of Good Standing

When the 'Bar Status' is Pending Review: Attorneys are permitted to return to the 'Bar Admission' screen to upload additional documents as necessary.

Bar Admission

Jurisdiction: 5th Circuit Court of Appeals

Bar Status: Pending Review

Manner Application Received: Electronic Submission State Bar Number: 234567

Fee Waiver Reason: A Waiver Not Applicable State of Residence: AK

Fee Amount: \$226.00 Fee Receipt Number: 05-164038-412

Document: Browse... Description:

View Document(s)

Document	Description
1	test admissions

Submitting a Payment via the Pay.gov website

The 'Online Pay.gov Payment' window will launch.

Option 1: ACH Debit - Paying from a bank account.

Enter Payment Information. The mandatory fields are marked with "red asterisks" (*).

Click the [Continue with ACH Payment] button.



System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$226.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number	Account Number	Check Number
025946783	9243767390	1234

Payment Date: 01/29/2015

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Option 2: Credit Card Payments.

Enter Pay via Plastic Card Information. The mandatory fields are marked with "red asterisks".
Click the [Continue with Plastic Card Payment] button.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$226.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▾

Zip / Postal Code:

Country: ▾ *

Card Type: ▾ *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * Help finding your security code

Expiration Date: ▾ * / ▾ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

AUTHORIZING THE PAYMENT

The 'Authorize Payment' screen will launch.

Review the 'Payment Summary' information (ref. 1).

Click 'Edit this information' to make changes, if necessary (ref. 2).

Email Confirmation Receipt: Enter the email address to receive an email confirmation of the payment (ref. 3).

Authorization and Disclosure: Click the box to authorize payment (ref. 4).

Click the [Submit Payment] button to complete the payment (ref. 5).



Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

1
Payment Summary [Edit this information](#) 2

Address Information	Account Information	Payment Information
Account Holder Name: Donna Tester Billing Address: 111 Test Road Billing Address 2: City: New Orleans State / Province: LA Zip / Postal Code: 70130 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$226.00 Transaction Date 01/22/2015 16:29 and Time: EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

3

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

4

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

5

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

From the 'Receipt' screen, a receipt may be printed for the completed transaction.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 05-164248-398

Payment Date: 01/22/2015

Amount: \$226.00

Fee Type: Attorney Admission

You can click the *Close Window* button and log out of CM/ECF.

Close Window

Click the [Close Window] button.