

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

MEMORANDUM

To: Attorney Applying for Admission to Practice in the Eastern District of Texas  
From: Attorney Admission Clerk  
Subject: Application for Admission to Practice  
Date: December 6, 2023

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Attached is an Application for Admission to Practice, Oath of Admission form, and Motion for Admission to Practice. Compliance with the instructions below is required; if you have any questions, please call (903) 590-1007.

- 1) Complete the **Application for Admission to Practice**, ensuring you fill out the section at the top and answer all four numbered questions.
- 2) Complete the **Oath of Admission** page before a notary public, ensuring you initial the statement at the top of the page in addition to signing it on the line provided.
- 3) Have the **Motion for Admission** page completed by a sponsoring attorney who is a member in good standing of the State Bar of Texas or any United States District Court.
- 4) When you can accommodate the schedule described in the second bullet below, submit the complete packet at PACER.gov → **Log into Manage My Account** → **Maintenance** – **> Attorney Admissions/E-File Registration** → Court Type: U.S. District Courts/Court: Texas Eastern District Court → **Attorney Admissions and E-File**. Please note:
  - If you already have e-filing access in this court due to a prior *pro hac vice* appearance, the **Attorney Admissions and E-File** option will not be available until we adjust your account in our CM/ECF database. To request this adjustment, call (903) 590-1007.
  - Unless you are eligible for a waiver of the statutory [Attorney Admission Fee](#) under LR AT-1(e), please time the submission of your application to ensure you are available during the 2 – 3 business days after submission to receive email notification of the court’s decision on your application. If approved, the email will contain a link to pay the fee using the payment method set up in your individual PACER account. This fee should be paid within one business day of the clerk’s approval. Once payment is received, we will email your Certificate of Admission to Practice to you.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

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LAST NAME	GENERATION	FIRST NAME	MIDDLE NAME
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DATE OF BIRTH: \_\_\_\_\_ GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

TEXAS BAR NO. \_\_\_\_\_ OUT OF STATE BAR NO. \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

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TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**IF YOU ANSWER YES TO ANY OF THE NEXT THREE QUESTIONS,  
PROVIDE A DETAILED EXPLANATION ON A SEPARATE SHEET OF PAPER.**

1. Have you previously applied for admission to practice before any court and been denied, or has your privilege to practice before any court ever been suspended?  
Yes  No
  
2. Has disciplinary action been taken against you by any court or by any Bar Association or Committee that would reflect unfavorably upon your conduct, competency, or fitness as a member of the Bar? Yes  No
  
3. Other than minor traffic violations, have you ever been charged, arrested, or convicted of a criminal offense? Yes  No
  
4. Please list other courts in which you are currently admitted to practice:

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I acknowledge that I have read Local Rule AT-3, the “Standards of Practice to be Observed by Attorneys” and the local rules of this court. I agree, by evidence of my initials below, that I will comply with these standards and local rules.

**Please initial here:** \_\_\_\_\_

**OATH OF ADMISSION**

I, \_\_\_\_\_, DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL DISCHARGE THE DUTIES OF ATTORNEY AND COUNSELOR OF THIS COURT FAITHFULLY; THAT I WILL DEMEAN MYSELF UPRIGHTLY UNDER THE LAW AND THE HIGHEST ETHICS OF OUR PROFESSION; AND THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES.

\_\_\_\_\_  
Date and Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or other officer

This oath shall be sworn before a Notary Public or any other person authorized to administer oaths and the seal affixed.

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

MOTION FOR ADMISSION OF ATTORNEY TO THE  
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS

I, \_\_\_\_\_, move for the admission of  
\_\_\_\_\_, Applicant, to the bar of this court and in  
support, state the following:

1. I am not related to the Applicant.
2. I am a member in good standing of  the State Bar of Texas and/or  the bar of the  
United States for the \_\_\_\_\_ District of \_\_\_\_\_.
3. I have known Applicant personally and professionally for \_\_\_\_\_ months/years and  
am well acquainted with Applicant's character.
4. I have reviewed Applicant's application, and the information in it is true to the best of my  
knowledge and belief.
5. I believe that Applicant is qualified for admission to the bar of this court, is competent to  
practice before this court, and has good private and professional character and standing.

WHEREFORE, PREMISES CONSIDERED, I recommend Applicant for admission to practice  
before this court.

Respectfully Submitted,

\_\_\_\_\_  
Signature of Movant

State Bar No: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_