

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND



ATTORNEY ADMISSION APPLICATION INSTRUCTIONS

NOVEMBER 2013

For video demonstrations of how to use the online admission application system, ,
go to our website at <http://www.mdd.uscourts.gov> and select **Attorney
Admissions**, then **Applications & Forms**, and then
[Application for Admission Tutorial](#).

I. OVERVIEW

Under Local Rule 701.1, an attorney is qualified for admission to the Bar of this District if the attorney applies and meets the necessary qualifications. As of July 15, 2013, the Clerk's Office only accepts admission applications and payments that are filed electronically.

II. COMPLETE THE ATTORNEY ADMISSION APPLICATION

A. DOWNLOAD THE ADMISSION APPLICATION

<http://www.mdd.uscourts.gov/publications/forms/AdmissionApplication.pdf>

B. COMPLETE THE APPLICATION

1. Open the form using Adobe Reader or Adobe Acrobat. We recommend using Adobe version 8 or higher.

Adobe Reader: If you do not have Adobe Reader on your computer, you can download it free at <http://get.adobe.com/reader/>.

Apple/Mac Users: If you are using an Apple/Mac computer, be sure to open the form in Adobe Reader and not in the default Preview program. The form will not work properly if opened in Preview.

2. Answer all questions on the first two pages to the best of your knowledge. Unless otherwise noted, all questions must be answered.

If you answer **Yes** to any of the questions in Part A, you must include a written statement under the penalty of perjury explaining your answer.

3. After completing the first two pages of the application, print the application packet. Please sign and date the bottom of page two.
4. Have your sponsor complete and sign the Sponsor's Motion for Admission.
5. Scan the Application and Sponsor's Motion (total of four pages), as well as any supplemental information, into a single PDF document. Remember where you save your application on your computer.

III. FILE YOUR APPLICATION

After completing your Application and obtaining the completed Sponsor's Motion, go to <https://www.mdd.uscourts.gov/baradmapp/prerequisites.aspx> to file your application. You can also access the application filing system by going to our website at <http://www.mdd.uscourts.gov>, clicking on the **Attorney Admissions** menu on the left side of the screen and then clicking **Apply to the Bar**.

1. Answer the questions on the screen. Your answers to the questions will help determine your eligibility for membership in the bar. Click **Continue** when prompted.
2. Complete the form. Items noted with red asterisks are required.
 - For **Preferred Division**, enter your answer to question B.3 on the Application.
 - For **Pro Bono Status**, enter your answer to question B.2 on the Application. If you have identified more than one category in your answer to B.2, select your first choice. If you answered **Yes** to B.1C, then select **Government Attorney**.
3. Enter the letters and numbers shown in the image. Click **Continue**
4. Upload your Admission Application by clicking **Browse** and selecting the PDF document containing your Application, Sponsor's Motion, and any supplemental information. Click **Upload**.
5. After reading the certification, click the box next to the certification, then click **Submit**, and then click **Yes** at the pop-up warning.
6. You will be taken to a screen with a confirmation number. This confirmation number will also be sent to your email. You can use this number to check the status of your application.
7. Click the link to submit your payment through Pay.gov. **Your application is not complete until you have submitted your payment.**
8. Applications are reviewed on a rolling basis as they are filed. Your application will be reviewed for eligibility by a member of the Clerk's Office or, when appropriate, the Disciplinary and Admissions Committee. You may be contacted to submit additional information or if you do not meet the eligibility requirements. Once your application is approved, you will receive an electronic notice to register for an admission ceremony.