



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Felicia C. Cannon, Clerk of Court
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Reply to Northern Division Address

ATTORNEY ADMISSION INFORMATION

(Click on items in blue to retrieve the relevant document, form, or webpage.)

A. FEES

Table listing fees: Application for Admission (\$200.00), Application for Renewal (\$60.00/6 years), Application for Admission Pro Hac Vice (\$50.00), and Reactivation Fee (\$120.00/6 years).

Form of Payment

- Applications for Admission, Renewal, and Admission Pro Hac Vice: Payment must be paid online through CM/ECF or Pay.gov...
Applications for Admission Pro Hac Vice (Sealed Cases) and Requests for Reactivation: Payment may be made by check or money order payable to "Clerk, U.S. District Court."

Fee Waiver

- Fees are automatically waived for members of the judiciary, excluding masters and administrative law judges.
The pro hac vice fee is waived for federal government attorneys appearing in their official capacity...
Fee waivers are not available to either (1) federal government attorneys who choose to become members of this Court's bar or (2) state or local government attorneys...

B. REQUIREMENTS FOR ADMISSION

- Refer to Local Rule 701 in the Local Rules, available at <http://www.mdd.uscourts.gov/localrules/LocalRules.pdf>.

Sponsor Requirement

- Each applicant to the bar must be sponsored by an active member of this Court's bar. The sponsor must know the applicant for at least one year. *See* Local Rule 701.2.a.
- If a sponsor has not known the applicant for at least one year, the applicant must also include (1) the applicant's resume and (2) the contact information for two references who are attorneys but not necessarily members of this Court's bar. The sponsor must confirm with the two references that the applicant possess the appropriate knowledge, skills, and abilities as an attorney to satisfy the requirements of membership in this Court's bar.

Admission Exceptions to Practice

The following categories of attorneys do not need to be admitted to the bar to practice in this Court:

- Attorneys appearing in multi-district litigation cases. *See* Local Rule 101.1.b.iv (special pro hac vice admission procedure in MDL cases); *see also* [Instructions for Admission Pro Hac Vice in MDL Cases](#); [Motion for Admission Pro Hac Vice in MDL Cases](#).
- Attorneys seeking to "participate in proceedings to enforce or quash any subpoena as provided by Fed. R. Civ. P. 45." *See* Local Rule 101.1.c.
- Attorneys representing a defendant in a criminal case so long as the attorney "certifies that he or she is (a) a member in good standing of the Bar of the highest court of any state or the District of Columbia and (b) familiar with Federal Rules of Criminal Procedure, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure and the Local Rules of this Court." Local Rule 201.1. Criminal defense attorneys seeking to practice under Local Rule 201.1 must complete and submit the following form each time when entering an appearance in a new criminal case: [Entry of Appearance in a Criminal Case](#).

- Attorneys representing the federal government who are not admitted to the bar should complete and submit the following form each time when entering an appearance in a new case in which the United States is a party: [Entry of Appearance on Behalf of a Federal Government Agency](#). Assistant U.S. Attorneys (including Special Assistant U.S. Attorneys) and Assistant Federal Public Defenders for the District of Maryland should complete this form when they are first appointed: [Request for Special Appearance and CM/ECF Access](#).

C. ADMISSION PROCEDURE

Here are the steps for applying for admission to this Court's bar:

1. **Required Paperwork; Sponsor; Admission Ceremony Dates.** Complete the [Attorney Admission Application and Sponsor's Motion for Admission](#). **You must answer all questions and note N/A if an item does not apply to you.** The Application and Sponsor's Motion must each have original signatures on them. Additional instructions are available on our website or by clicking [here](#).

You can view the available ceremony dates for the current year on our website or by clicking [here](#). **Because your sponsor must also personally appear at the admission ceremony with you, please consult with your sponsor before selecting a ceremony date.** Once your application is approved, you will need to register for an admission ceremony using our online registration system.

2. **Submitting the Application.** To apply to the bar, please use our online application system, which is located on our website at the **Apply to the Bar** option under the Attorney Admissions menu, or by going to <https://www.mdd.uscourts.gov/baradmapp/prerequisites.aspx>. Instructions for using the online application system are available [here](#). You will file the Application and Sponsor's Motion, as well as pay the application fee, through our website.

Note: Your completed Application, Sponsor's Motion, and admission fee must be electronically filed by the Clerk's Office at least **fourteen days prior to your anticipated admission date**. The Clerk's Office does not accept applications by email or fax, and as of July 15, 2013, the Clerk's Office no longer accepts applications by mail.

3. **Review of the Application.** Applications are reviewed on a rolling basis based on the order in which they are filed online. Your application will be reviewed for eligibility by the Clerk's Office, or when appropriate the Disciplinary and Admissions Committee. You may be contacted to submit additional information or to inform you that you do not meet the eligibility requirements.

Note: If the Clerk's Office contacts you about your application and does not receive a response within three months from the date of contact, then your application will be administratively closed.

4. **Schedule Your Admission Ceremony.** Once your application is approved, you will receive an electronic notice to register for an admission ceremony using our ceremony registration page. **You must schedule and attend an admission ceremony within three months of our notice that your application has been approved; otherwise your application will be administratively closed.** You will receive an electronic reminder about the ceremony three days before your scheduled date.

Note: Each ceremony has a limit of 25 attorney-admittees.

5. **Rescheduling.** If you need to reschedule your ceremony, you may do so on our [admission ceremony registration page](#). If you fail to reschedule or to appear for admission within three months of your initial ceremony date, the Clerk's Office will administratively close your application.
6. **Day of the Ceremony.** The location and time of your ceremony will be posted on the court calendar on the website, as well as on the admission ceremony registration page. On the day of your admission ceremony, please arrive at the courthouse with your sponsor at least 15 minutes before the scheduled start time. When you arrive in the courtroom, check in with the courtroom deputy to ensure your name is on the list of admittees for that day. The ceremonies begin at 9:30 a.m. in Baltimore and at 10:00 a.m. in Greenbelt.
7. **Admission Certificate.** At the ceremony you will receive your certificate of admission, which includes your new bar number.
8. **Register for CM/ECF.** After your ceremony, you must register for CM/ECF. See [Clerk's Office Notice \(Nov. 8, 2011\)](#). You will receive an email from the Clerk's Office notifying you to register. Instructions for registering for CM/ECF are available on our website or by clicking [here](#).
9. **Update Contact Information.** Once you are admitted to the bar, you must notify the Clerk of Court of any change in your address. See Local Rule 701.3. Attorneys must update their contact information through CM/ECF. Instructions are available on our website or by clicking [here](#).