



UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK

Felicia C. Cannon, Clerk of Court  
Jarrett B. Perlow, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

**Attorney Admissions Information**

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

**A. FEES**

Application for Admission .....	\$200.00
Application for Renewal .....	\$60.00/6 years
Application for Admission Pro Hac Vice .....	\$50.00
Reactivation Fee .....	\$120.00/6 years

Form of Payment

- Documents Filed in Paper: Payment may be made by check or money order payable to "Clerk, U. S. District Court." If you are submitting your application in person, you may pay by cash or major credit card.
- Renewals and Pro Hac Vice Motions Filed Electronically: Payment must be paid through CM/ECF using a major credit card or ACH/direct debit from a checking or savings account. We cannot accept checks or money orders for these documents.

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, representing a federal agency or official. Federal government attorneys, though, must complete the [Request for Entry of Appearance on Behalf of a Federal Government Agency](#) form at the time of entering their appearance in a case.
- 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.

#### Assistant U.S. Attorneys and Assistant Federal Public Defenders

- Attorneys in the District of Maryland U.S. Attorney's Office who are not members of the Court's bar should complete the [Request for Entry of Appearance on Behalf of a Federal Government Agency](#) upon beginning their employment in either office to obtain local CM/ECF credentials for the duration of their employment in the District of Maryland.
- Attorneys in the Office of the Federal Public Defender for the District of Maryland who are not members of the Court's bar should complete the [Request for Entry of Appearance in a Criminal Case](#) upon beginning their employment in either office to obtain local CM/ECF credentials for the duration of their employment in the District of Maryland.
- AUSAs/AFDs should then enter their own appearances in CM/ECF in all subsequent appearances.

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#### **B. REQUIREMENTS FOR ADMISSION**

- Refer to Local Rule 701 appended to this material for the specific qualifications for membership.

#### 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 Entry of Appearance in MDL Cases; Motion for Admission Pro Hac Vice in MDL Cases](#).
- Attorneys seeking to “(1) obtain a subpoena for depositions to be taken in this District for cases pending in other Districts or (2) participate in proceedings to enforce or quash any such subpoena.” *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](#).

## C. ADMISSION PROCEDURE

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

1. **Required Paperwork; Sponsor; Admissions 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. 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 admissions ceremony with you, please consult with your sponsor before selecting a ceremony date.**

**Note:** Each ceremony has a limit of 25 attorney-admittees. Attorney-admittees will be assigned to ceremony dates based on the order in which their completed application is received. The Clerk’s Office will do its best to schedule attorney-admittees on the dates requested on their application forms.

2. **Submitting Application.** Send payment and the completed Application and Sponsor's Motion to

United States District Court  
Clerk's Office  
101 West Lombard Street  
4th Floor  
Baltimore, MD 21201  
Attn: Attorney Admissions

**Note:** Your completed Application, Sponsor's Motion, and admission fee must be received by the Clerk's Office at least **fourteen days prior to your requested admission date**. We cannot accept applications by email or fax.

3. **Review of Application.** Your application will be reviewed for eligibility. The Attorney Admissions Coordinator may contact you for additional information, to inform you that you do not meet the eligibility requirements, or to reschedule you to another admissions ceremony date. If you do not hear from the Clerk's Office, you may presume your application has been approved for the admissions ceremony date you requested.

**Note:** If we contact you about your application and we do not receive a response within three months from the date we contact you, then we will administratively close your application without a refund of the admission fee.

4. **Day of the Ceremony.** On the day of your admissions ceremony, please arrive at the Court with your sponsor at 9:15 a.m. in Baltimore or at 9:45 a.m. in Greenbelt. When you arrive, check in with the Clerk's Office 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.
5. **Rescheduling.** If you need to reschedule your ceremony, please contact the Attorney Admissions Coordinator as soon as possible. You must reschedule your ceremony within three months of the ceremony date listed on your application.

**Note:** If you fail to reschedule or appear for admission within three months of the ceremony date listed on your application, we will administratively close your application without a refund of the admission fee.

6. **Register for CM/ECF.** After your ceremony, you must register for CM/ECF. See [Clerk's Office Notice \(Nov. 8, 2011\)](#). Please wait at least three business days before attempting to register.

Instructions for registering for CM/ECF are available on our website or by clicking [here](#).

7. **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](#).

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#### D. ADMISSION PRO HAC VICE

- Refer to Local Rule 101.1.b for the eligibility requirements for admission pro hac vice.
- If you are seeking admission pro hac vice in an MDL case, refer to [Instructions for Entry of Appearance in MDL Cases](#) and [Motion for Admission Pro Hac Vice in MDL Cases](#).

#### Procedure for Admission Pro Hac Vice

1. **Required Paperwork; Movant.** Complete the [Motion for Admission Pro Hac Vice](#) form. The proposed admittee and the movant-sponsor must either (1) affix an original signature to the motion or (2) electronically sign using /s/ and pertinent language as provided in the "Documents Requiring Signatures of Multiple Attorneys" section of our [CM/ECF Civil Procedures Manual](#).

**Note:** If you are seeking admission pro hac vice in an MDL case or in a sealed civil case, both the proposed admittee and the movant-sponsor must use **original signatures**.

2. **Electronically File the Motion.** The movant-sponsor attorney then files the completed Motion for Admission Pro Hac Vice on CM/ECF using the event "Pro Hac Vice." While filing the motion on CM/ECF, you will be prompted to pay the pro hac vice fee using either a credit card or checking account wire transfer. **If you stop the filing process before reaching the final screen, do not refile your motion. Instead, contact the Clerk's Office to avoid overpayment of the filing fee.**

**Note:** If you are seeking admission pro hac vice in an MDL case or in a sealed civil case, you must **mail** your completed motion and payment by check to

United States District Court  
Clerk's Office  
101 West Lombard Street  
4th Floor  
Baltimore, MD 21201  
Attn: Attorney Admissions

3. **Review of Motion.** Your motion will be reviewed for eligibility, and someone will contact you if there is a problem with your motion.
4. **Registration for CM/ECF.** After your motion is granted, you will receive instructions for registering for CM/ECF. Do not register for CM/ECF before your motion is granted.

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#### **E. RENEWAL APPLICATION PROCEDURE**

Active bar members are required to renew their bar memberships every six years. *See* Local Rule 701.2.b.

The Court will only accept renewal applications filed electronically through CM/ECF. If you are an active member of our bar and due to renew in the current calendar year, you will receive an electronic notification of renewal by June 1 of the calendar year. Renewal applications are due on July 1 (or the first business day thereafter), with a late deadline of August 31.

For additional information about the electronic renewal process, click [here](#).

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#### **F. REACTIVATION OF MEMBERSHIP**

Inactive members of our bar who became inactive for failure to renew their membership are eligible for reactivation at any time. *See* [Standing Order 2012-02](#). This procedure is not available for members who were disbarred or suspended from the bar. *See* Local Rule 705.4 (reinstatement procedure).

For additional information about reactivation of membership, click [here](#).

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**G. CATEGORIES OF MEMBERSHIP**

Please refer to [Standing Order 2012-03](#) for the Court's categories of bar membership and status.

You can check your bar membership status on our website under **Attorney Admissions**, "Bar Membership Information" or by clicking [here](#).

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The text of Local Rule 701 begins on the next page.

## VII. ATTORNEY ADMISSION, ASSISTANCE AND DISCIPLINE

### RULE 701. ADMISSION

#### 1. Qualifications

##### a) General

Except as provided in subsections (c) and (d) of this Rule, an attorney is qualified for admission to the Bar of this District if the attorney is, and continuously remains, an active member in good standing of the highest court of any state (or the District of Columbia) in which the attorney maintains his or her principal law office, or of the Court of Appeals of Maryland; is of good private and professional character; is familiar with the Maryland Lawyers' Rules of Professional Conduct, the Federal Rules of Civil Procedure, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure, and these Local Rules; is (to the extent relevant to his or her area(s) of practice) familiar with the Federal Rules of Criminal Procedure, the Federal Rules of Bankruptcy Procedure, and the Local Bankruptcy Rules; and is willing, available and competent to accept appointments by the Court to represent indigent parties in civil cases in this District unless the acceptance of such appointments is inconsistent with an attorney's professional employment obligations as, for example, a government attorney.

##### b) Federal Government Attorneys

An attorney who is a member of a Federal Public Defender's Office, the Office of the United States Attorney for this District, or other federal government lawyer, is qualified for admission to the Bar of this District for purposes relating to her or his employment if the attorney is an active member in good standing of the highest court of any state (or the District of Columbia), is of good private and professional character, is familiar with the Code of Professional Responsibility, the Federal Rules of Civil Procedure and Criminal Procedure, the Federal Rules of Evidence, the Federal Rules of Appellate Procedure and these Local Rules.

##### c) Reciprocity with Other Jurisdictions

No attorney, other than a member of the Maryland Bar, who maintains his or her principal law office outside the District of Maryland may be a member of the Bar of this District if the attorney is, or becomes, a member of the Bar of the United States District Court for the district in which the attorney maintains his or her principal law office if that district court has a local rule that denies membership in its bar to any

attorney who is a member of the Maryland Bar maintaining his or her principal law office in Maryland.

d) Non-Maryland Lawyers Maintaining Any Law Office in Maryland

An attorney who is not a member of the Maryland Bar is not qualified for admission to the Bar of this District if the attorney maintains any law office in Maryland.

e) Principal Office

The term “principal law office” as used in this Rule means “the chief or main office in which an attorney usually devotes a substantial period of his or her time to the practice of law during ordinary business hours in the traditional work week.” In determining whether an office is the “principal law office,” the Court shall consider the following non-exclusive factors:

- i. The attorney’s representations of his or her “principal law office” or “law office” for purposes of malpractice insurance coverage, tax obligations and client security trust fund obligations.
- ii. The address utilized in pleadings, correspondence with clients, applications for malpractice insurance and bar admissions, advertising, letterhead and other business matters.
- iii. The location of meetings with clients, conduct of depositions, research and employment of support staff and associates.
- iv. Location of client files, accounting records, and other business records, library and communication facilities such as telephone and fax service.
- v. Whether the attorney has other offices, their locations and their relative utilization.
- vi. The laws under which the law practice is organized, such as the place of incorporation.

## 2. Procedure

a) Original Applications

Each applicant for admission to the Bar shall file an application, accompanied by a motion filed by the applicant’s sponsor. The application and motion shall be on

forms prescribed by the Court and shall be made available by the Clerk to applicants upon request. The applicant's sponsor must be a member of the Bar of this Court and must have known the applicant for at least one (1) year. The latter requirement may be waived if the sponsor sets forth sufficient grounds in the motion for admission to satisfy the Court that the sponsor has reason to know that the applicant is qualified for admission. Each applicant for admission shall also pay any original admission fee set by the Court.

b) Renewal Applications

Each member of the Bar of this Court shall submit an application to renew her or his membership periodically as directed by the Court. The application shall be on a form prescribed by the Court. Notice shall be sent by the Clerk to each member of the Bar of the Court at least thirty (30) days prior to the date on which the application is due. The applicant for renewal shall also pay any renewal fee set by the Court. A timely renewal application shall be granted if the applicant meets all of the qualifications for admission to the Bar of this Court and if she or he pays the renewal fee. Failure to submit a timely renewal application or to pay the renewal fee will cause the attorney's membership in the Bar of this Court to be changed to inactive status.

c) Request to Resign or Withdraw an Application for Admission

i) Request

A request to resign from, or to withdraw an initial or renewal application for admission to, the practice of law in this Court shall be submitted in writing under oath. The request shall state that the resignation or request to withdraw an original or renewal application is not being offered to avoid disciplinary action and that the attorney has no knowledge of any pending investigation, action, or proceedings in any jurisdiction involving allegations of professional misconduct by the attorney or the commission of a crime.

ii) When Attorney May Not Resign or Withdraw an Application for Admission

An attorney may not resign or withdraw an original or renewal application for admission while the attorney is the subject of a disciplinary investigation, action, or proceeding involving allegations of professional misconduct or the commission of a crime. A request to resign or to withdraw an original or renewal application does not prevent or stay any disciplinary action or proceeding against the attorney.

iii) Procedure

Upon receiving a copy of the request submitted in accordance with section (c)(i) of this Rule, the Disciplinary and Admissions Committee shall investigate the request and submit a recommendation to the full bench of the Court.

iv) Order of the Court

After considering the recommendation of the Disciplinary and Admissions Committee, the Court shall enter an order accepting or denying the resignation or request to withdraw an application. A resignation or withdrawal of an application is effective only upon entry of an order approving it.

v) Duty of Clerk

When the Court enters an order accepting an attorney's resignation or permitting the withdrawal of an application, the Clerk of the Court shall strike the name of the attorney from the register of attorneys in this Court.

vi) Effect of Resignation or Withdrawal of Application for Admission

An attorney may not practice law in this Court after entry of an order accepting the attorney's resignation or permitting the withdrawal of an application.

vii) Motion to Vacate

After notice and opportunity to be heard, the Court may, at any time, vacate or modify the order in case of intrinsic or extrinsic fraud.

**3. Duty of Counsel to Notify the Clerk of Any Change in Address**

Counsel must promptly notify the Clerk of any change of address, including e-mail address, irrespective of any changes noted on a pleading or other document.

**4. Confidentiality of Admission and Renewal Applications**

No information contained in any bar admission or renewal application shall be released by the Clerk of this Court without the order of the Chair of the Disciplinary and Admissions Committee of the Court or the presiding judge in a pending case, and only after consultation by the Committee Chair or the presiding judge with the full bench.