

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND

**ATTORNEY ADMISSION INFORMATION**

**A. FEES**

Application for Admission .....	\$ 200.00
Application for Renewal .....	\$ 60.00/6 years
Application for Admission <i>Pro Hac Vice</i> .....	\$ 50.00

Fees are automatically waived for members of the judiciary. The *pro hac vice* fee is waived for federal government attorneys appearing in their official capacity, representing a federal agency or official. In these instances, federal government attorneys must utilize the Court’s form entitled, “Request for Entry of Appearance on Behalf of a Federal Government Agency,” which must be completed and mailed to the Court, along with the CM/ECF Registration Form that accompanies the form. Admission and renewal fees are required for attorneys employed by the federal government who choose to become members of the bar of this Court, and are required for attorneys employed by state or local government agencies. Payment may be made by check or money order payable to “Clerk, U. S. District Court.” However, payment may also be made by major credit card if submitting paperwork in person.

**B. REQUIREMENTS FOR ADMISSION**

1. Local Rule 701.1 - 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.

2. You must be sponsored by a member of the bar of this Court. Your sponsor must have known you for at least one year. *See* Local Rule 701.2.a. If your sponsor has not known you for at least one (1) year, you are required to attach your resume and two (2) references (which include current contact information for each reference). Your references must be attorneys. However, your references do not have to be members of this Court's bar. Your sponsor must confirm that the references have assured the sponsor that you possess the appropriate knowledge, skills, and abilities as an attorney.

## C. ADMISSIONS APPLICATION PROCEDURE

1. Complete the attached application for admission and sponsor's motion for admission. **You are required to use the standard forms issued by this Court.** Answer all of the questions and fill in all of the blanks. If a particular item does not apply to you, you must write in "N/A." All information must be typewritten or legibly printed.
2. For additional copies of the application for admission, the sponsor's motion for admission, or a *pro hac vice* form, visit the Court's website at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov), select Attorney Admissions.
3. Send the completed admission application, including payment and sponsor's motion, to the Clerk's Office in Baltimore at: U.S. District Court, 101 West Lombard Street, 4th floor, Baltimore, Maryland 21201.
4. If the Court has any questions regarding your application, you will be notified by the Attorney Admissions Coordinator. If you do not hear from the Court, you may presume your application has been approved and your admission has been scheduled on the date that you requested.
5. The application for admission, the sponsor's motion and the application fee **MUST** be received at least fourteen (14) days prior to your requested admission date. You must pick one of the dates listed on the schedule of Admission Ceremonies posted on the court's website. In selecting your admission date, consult with your sponsor to ensure that you will both be available to appear before this Court. **Please be advised that applicants will not be admitted without personally appearing at an admissions ceremony with their sponsor.**
6. On the day of your admission, unless notified of a different time, you must personally appear with your sponsor before the Court promptly at 9:30 a.m. in Baltimore or 10:00 a.m. in Greenbelt. You are required to check in with the Clerk's Office at least fifteen minutes in advance of the admissions ceremony to ensure your name is on that day's list of admittees. The list is located at the front counter of the Clerk's Office.
7. If, for any reason, you need to reschedule your admission, you should contact the Attorney Admissions Coordinator. You must reschedule within three months of the original date of your admission application. If you fail to reschedule or appear for admission within three months of your original date of application, your request for admission will require approval from the Bench. If you reschedule more than twice during the three month period, you will be required to pay an additional \$25.00 fee.
8. Once you are admitted you **MUST** notify the Clerk of Court and the Attorney Admissions Coordinator of any change in your address. *See* Local Rule 701.3.

## D. RENEWAL APPLICATION PROCEDURE

1. Every attorney who is a member of the bar of this Court is required to renew periodically his or her membership. *See* Local Rule 701.2.b (D. Md.).
2. You will be notified by the Court at the address we have on file when it is time to renew your membership. If you fail to receive a timely notice of renewal, please notify the Admissions Coordinator.
3. You must complete and return the renewal application and accompanying fee to the Court by the date specified in the renewal notice.
4. Local Rule 102.1.b.i requires counsel to state at the bottom of all court papers their name, address, telephone number, e-mail address, fax number, and bar number. This information must appear on your renewal application in order for your application to be processed. **Failure to submit the renewal application in a timely fashion will result in your membership in the bar of this Court being changed to an inactive status.**

## E. ADMISSION PRO HAC VICE

1. Local Rule 101.1.b - *Pro Hac Vice*

The Court may permit any attorney (except any attorney who is a member of the Maryland Bar or maintains any law office in Maryland) who is a member in good standing of the Bar of any other United States Court or of the highest court of any state to appear and participate as counsel in a particular civil case. Such permission shall not constitute formal admission to the Bar of this Court. However, an attorney admitted *pro hac vice* is subject to the disciplinary jurisdiction of this Court. Any party represented by an attorney who has been admitted *pro hac vice* must also be represented by an attorney who has been formally admitted to the Bar of this court. Local Rule 101.1.b.i.

2. To be admitted *pro hac vice*, a member of the bar of this Court must move your admission.
3. It is not necessary for you and/or your sponsor to personally appear before this Court. If the motion is properly completed and the \$50.00 fee paid, it will be approved by the Clerk or ruled upon by the judge to whom the case is assigned.
4. Local Rule 102.1.b.i requires counsel to state at the bottom of all court papers their name, address, telephone number, email address, fax number, and bar number (if applicable). This information must appear on your *pro hac vice* application in order for your application to be processed.