

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

APPLICATION OF ATTORNEY FOR ADMISSION TO PRACTICE

1) IN THE MATTER OF THE APPLICATION FOR:

(Last) (First) (Middle)

TO THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA:

Pursuant to the requirements of Rule 1.5 of the above entitled Court, I respectfully make application for admission to practice as an attorney, counselor, and solicitor in said Court.

LAST NAME: _____ SR/JR/III _____

FIRST NAME: _____ MIDDLE: _____

PLACE OF BIRTH: _____ DATE OF BIRTH: _____

RESIDENCE ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM NAME: _____

ADDRESS: _____ SUITE: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM/BUSINESS PHONE: () _____

2) ARIZONA STATE BAR INFORMATION

(a) AZ STATE BAR ADMISSION DATE: _____ (b) AZ BAR NUMBER: _____

3) ALL APPLICANTS ARE REQUIRED TO ANSWER ALL PARTS OF THIS SECTION.

I have been admitted to practice in the following STATE/FEDERAL/CIRCUIT Courts of last resort (If more space is needed or you answer NO to "Member in Good Standing" or INACTIVE to "Current Status," you are required to disclose all relevant information on a separate page.):

COURT NAME	ADMISSION DATE	MEMBER IN GOOD STANDING?	CURRENT STATUS
_____	_____	Y/N	ACTIVE/INACTIVE
_____	_____	Y/N	ACTIVE/INACTIVE
_____	_____	Y/N	ACTIVE/INACTIVE
_____	_____	Y/N	ACTIVE/INACTIVE

RETURN COMPLETED APPLICATION TO THE APPROPRIATE CLERK'S OFFICE WHERE YOU WISH TO BE ADMITTED:

CLERK, US DISTRICT COURT
DISTRICT OF ARIZONA
401 W. Washington St., Suite 130, SPC 1
Phoenix, AZ 85003-2118

OR

CLERK, US DISTRICT COURT
DISTRICT OF ARIZONA
405 W. Congress St., Suite 1500
Tucson, AZ 85701-5010

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA
Application For Admission to Practice

4) ALL APPLICANTS ARE REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.

If you answer YES to either of the following questions, please explain all circumstances on a separate page.

Are you currently the subject of a disciplinary investigation or proceeding by any Bar or Court? Y/N
Have you ever been disbarred from practice in any Court? Y/N

5) I have PRACTICED in the following Courts: Approx. Date of Last Appearance

6) CERTIFICATE OF SPONSOR

I, as an active member in good standing of the Arizona State Bar and the Bar of this Court, do hereby certify that _____, is a person of good moral character and professional standing.

Signature of Sponsoring Attorney Arizona Bar Number Date

Typed/Printed Full Name and Address of Sponsoring Attorney

7) * * OATH UPON ADMISSION AND STANDARDS FOR PROFESSIONAL CONDUCT * *

UNITED STATES OF AMERICA

ss:

District of Arizona

I, _____, solemnly swear (or affirm) that I will support the Constitution of the United States; that I will bear true faith and allegiance to the Government of the United States; that I will maintain the respect due to courts of justice and judicial officers; and that I will demean myself as an attorney, counselor, and solicitor of this Court uprightly. So Help Me God.

My signature below indicates my confirmation to uphold the oath upon admission and that I have read and will ascribe to the Standards for Professional Conduct as adopted by the US District Court for the District of Arizona, and that the information I have provided on this application is true and accurate to the best of my knowledge.

Signature of Applicant

8) The above-named attorney is admitted to the bar of this Court this _____ day of _____, 20_____.

RICHARD H. WEARE, DISTRICT COURT EXECUTIVE/CLERK OF COURT

Deputy Clerk

**INSTRUCTIONS FOR GAINING ADMISSION TO PRACTICE BEFORE
THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

Please read all instructions **carefully** to avoid unnecessary processing delays.

Pursuant to Local Rule 1.5(a), Rules of Practice of the US District Court, District of Arizona, attorneys residing in Arizona or whose principal office or practice is in Arizona must be admitted to practice in Arizona to be admitted to the bar of this Court. These attorneys may be admitted to practice in this District upon application and motion made in their behalf by a member of the State Bar of Arizona and the Bar of this Court.

SECTION 1

Enter your complete name in both places, and all personal and business information requested.

SECTION 2

2(a) Enter your admission date to the Arizona State Bar.

2(b) Enter your Arizona Bar Number.

SECTION 3

List all State, Federal, and Circuit Courts to which you have been admitted. If you are not a member in good standing, or are inactive with any Court, submit this information along with your completed application.

SECTION 4

If you currently are the subject of a disciplinary investigation or proceeding; or if you were ever disbarred from practice in any Court, provide all relevant information regarding the investigation, and submit that information along with your completed application.

SECTION 5

List all Courts in which you have practiced. Do not list any Court where you were admitted but have not practiced.

SECTION 6

If you reside in Arizona, you are required to have a **sponsoring** attorney who is currently admitted to the Arizona State Bar and the Bar of this Court and in good standing with this Bar. The sponsoring attorney will sign and date this section which certifies that you are of good moral character and professional standing. The sponsoring attorney must appear with you at the time of the ceremony.

SECTION 7

Sign the Oath Upon Admission and Standards for Professional Conduct Statement. The application must bear an original signature.

In Phoenix: Between 9:30-9:45 a.m., on any Monday (excluding Monday holidays) bring completed application, your sponsoring attorney, and \$80 admission fee to the Clerk's Office, 401 W. Washington Street, Suite 130, SPC 1, Phoenix, AZ 85003-2118. The admissions ceremony begins promptly at 10:00 a.m.

In Tucson: Contact one of the following District Judges to schedule an admission ceremony. The Clerk's Office is located at 405 W. Congress, Suite 1500, Tucson, AZ 85701-5010.

WILLIAM D. BROWNING

(520) 205-4510 (scheduled Mondays before 8:30 a.m. calendar)

RANER C. COLLINS

(520) 205-4540 (call for specific appointment)

ALFREDO C. MARQUEZ

(520) 205-4500 (call for specific appointment)

JOHN M. ROLL

(520) 250-4520 (call for specific appointment)

FRANK R. ZAPATA

(520) 205-4530 (call for specific appointment)

PREAMBLE

A lawyer's conduct should be characterized at all times by personal courtesy and professional integrity in the fullest sense of those terms. In fulfilling our duty to represent a client vigorously as lawyers, we will be mindful of our obligations to the administration of justice, which is a truth-seeking process designed to resolve human and societal problems in a rational, peaceful, and efficient manner.

A judge's conduct should be characterized at all times by courtesy and patience toward all participants. As judges we owe to all participants in a legal proceeding respect, diligence, punctuality, and protection against unjust and improper criticism or attack.

Conduct that may be characterized as uncivil, abrasive, abusive, hostile, or obstructive impedes the fundamental goal of resolving disputes rationally, peacefully, and efficiently. Such conduct tends to delay and often to deny justice.

The following standards are designed to encourage us, judges and lawyers, to meet our obligations to each other, to litigants and to the system of justice, and thereby achieve the twin goals of civility and professionalism, both of which are hallmarks of a learned profession dedicated to public service.

We expect judges and lawyers will make a mutual and firm commitment to these standards. Voluntary adherence is expected as part of a commitment by all participants to improve the administration of justice throughout this District.

These standards shall not be used as a basis for litigation or for sanctions or penalties. Nothing in these standards supersedes or detracts from existing disciplinary codes or alters existing standards of conduct against which lawyer negligence may be determined.

These standards should be reviewed and followed by all judges and lawyers participating in any proceeding in this District. Copies may be made available to clients to reinforce our obligation to maintain and foster these standards.

Lawyers' Duties to Other Counsel

1. We will practice our profession with a continuing awareness that our role is to advance the legitimate interests of our clients. In our dealings with others we will not reflect the ill feelings of our clients. We will treat all other counsel, parties, and witnesses in a civil and courteous manner, not only in court, but also in all other written and oral communication.
2. We will not, even when called upon by a client to do so, abuse or indulge in offensive conduct directed to other counsel, parties, or witnesses. We will abstain from disparaging personal remarks or acrimony toward other counsel, parties, or witnesses. We will treat adverse witnesses and parties with fair consideration.
3. We will not encourage or knowingly authorize any person under our control to engage in conduct that would be improper if we were to engage in such conduct.
4. We will not, absent good cause, attribute bad motives or improper conduct to other counsel or bring the profession into disrepute by unfounded accusations of impropriety.
5. We will not seek court sanctions without first conducting a reasonable investigation and unless fully justified by the circumstances and necessary to protect our client's lawful interests.
6. We will adhere to all express promises and to agreements with other counsel, whether oral or in writing, and will adhere in good faith to all agreements implied by the circumstances or local customs.
7. When we reach an oral understanding on a proposed agreement or a stipulation and decide to commit it to writing, the drafter will endeavor in good faith to state the oral understanding accurately and completely. The drafter will provide the opportunity for review of the writing to other counsel. As drafts are exchanged between or among counsel, changes from prior drafts will be identified in the draft or otherwise explicitly brought to the attention of other counsel. We will not include in a draft matters to which there has been no agreement without explicitly advising other counsel in writing of the addition.
8. We will endeavor to confer early with other counsel to assess settlement possibilities. We will not falsely hold out the possibility of settlement as a means to adjourn discovery or to delay trial.
9. In civil actions, we will stipulate to relevant matters if they are undisputed and if no good faith advocacy basis exists for not stipulating.
10. We will not use any form of discovery or discovery scheduling as a means of

harassment.

11. We will make good faith efforts to resolve by agreement our objections to matters contained in pleadings and discovery requests and objections.
12. We will not time the filing or service of motions or pleadings in any way that unfairly limits another party's opportunity to respond.
13. We will not request an extension of time solely for the purpose of unjustified delay or to obtain a tactical advantage.
14. We will consult other counsel regarding scheduling matters in a good faith effort to avoid scheduling conflicts.
15. We will endeavor to accommodate previously scheduled dates for hearings, depositions, meetings, conferences, vacations, seminars, or other functions that produce good faith calendar conflicts on the part of other counsel. If we have been given an accommodation because of a calendar conflict, we will notify those who have accommodated us as soon as the conflict has been removed.
16. We will notify other counsel and, if appropriate, the court or other persons, at the earliest possible time when hearings, depositions, meetings, or conferences are to be canceled or postponed. Early notice avoids unnecessary travel and expense of counsel and may enable the court to use the previously reserved time for other matters.
17. We will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided our clients' legitimate rights will not be materially or adversely affected.
18. We will not cause any default of dismissal to be entered without first notifying opposing counsel, when we know his or her identity.
19. We will take depositions only when actually needed to ascertain facts or information or to perpetuate testimony. We will not take depositions for the purposes of harassment or to increase litigation expenses.
20. We will not engage in any conduct during a deposition that would not be appropriate in the presence of a judge.
21. We will not obstruct questioning during a deposition or object to deposition questions unless necessary under the applicable rules to preserve an objection or privilege for resolution by the court.
22. During depositions we will ask only those questions we reasonably believe are necessary for the prosecution or defense of an action.

23. We will carefully craft document production requests so they are limited to those documents we reasonably believe are necessary for the prosecution or defense of an action. We will not design production requests to place an undue burden or expense on a party.

24. We will respond to document requests reasonably and not strain to interpret the request in an artificially restrictive manner to avoid disclosure of relevant and non-privileged documents. We will not produce documents in a manner designed to hide or obscure the existence of particular documents.

25. We will carefully craft interrogatories so they are limited to those matters we reasonably believe are necessary for the prosecution or defense of an action, and we will not design them to place an undue burden or expense on a party.

26. We will respond to interrogatories reasonably and will not strain to interpret them in an artificially restrictive manner to avoid disclosure of relevant and non-privileged information.

27. We will base our discovery objections on a good faith belief in their merit and will not object solely for the purpose of withholding or delaying the disclosure of relevant information.

28. When a draft order is to be prepared by counsel to reflect a court ruling, we will draft an order that accurately and completely reflects the court's ruling. We will promptly prepare and submit a proposed order to other counsel and attempt to reconcile any differences before the draft order is presented to the court.

29. We will not ascribe a position to another counsel that counsel has not taken or otherwise seek to create an unjustified inference based on counsel's statements or conduct.

30. Unless specifically permitted or invited by the court, we will not send copies of correspondence between counsel to the court.

Lawyers' Duties to the Court

1. We will speak and write civilly and respectfully in all communication with the court.
2. We will be punctual and prepared for all court appearances so that all hearings, conferences, and trials may commence on time; if delayed, we will notify the court and counsel, if possible.
3. We will be considerate of the time constraints and pressures on the court and court staff inherent in their efforts to administer justice.
4. We will not engage in any conduct that brings disorder or disruption to the courtroom. We will advise our clients and witnesses appearing in court of the proper conduct expected and required there and, to the best of our ability, prevent our clients and witnesses from creating disorder or disruption.
5. We will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities in any oral or written communication to the court.
6. We will not write letters to the court in connection with a pending action, unless invited or permitted by the court.
7. Before dates for hearings or trials are set, or if that is not feasible, immediately after such date has been set, we will attempt to verify the availability of necessary participants and witnesses so we can promptly notify the court of any likely problems.
8. We will act and speak civilly to all other court staff with an awareness that they, too, are an integral part of the judicial system.

Court's Duties to Lawyers

1. We will be courteous, respectful, and civil to lawyers, parties, and witnesses. We will maintain control of the proceedings, recognizing that judges have both the obligation and the authority to insure that all litigation proceedings are conducted in a civil manner.
2. We will not employ hostile, demeaning, or humiliating words in opinions or in written or oral communications with lawyers, parties, or witnesses.
3. We will be punctual in convening all hearings, meetings, and conferences; if delayed, we will notify counsel, if possible.
4. In scheduling all hearings, meetings and conferences we will be considerate of time schedules of lawyers, parties, and witnesses.
5. We will make all reasonable efforts to decide promptly all matters presented to us for decision.
6. We will give the issues in controversy deliberate, impartial, and studied analysis and consideration.
7. While endeavoring to resolve disputes efficiently, we will be considerate of the time constraints and pressures imposed on lawyers by the exigencies of litigation practice.
8. We recognize that a lawyer has a right and a duty to present a cause fully and properly, and that a litigant has a right to a fair and impartial hearing. Within the practical limits of time, we will allow lawyers to present proper arguments and to make a complete and accurate record.
9. We will not impugn the integrity or professionalism of any lawyer on the basis of the clients whom or the causes which a lawyer represents.
10. We will do our best to insure that court personnel act civilly toward lawyers, parties, and witnesses.
11. We will not adopt procedures that needlessly increase litigation expense.
12. We will bring to lawyers' attention uncivil conduct which we observe.

Judges' Duties to Each Other

1. We will be courteous, respectful, and civil in opinions, ever mindful that a position articulated by another judge is the result of that judge's earnest effort to interpret the law and the facts correctly.
2. In all written and oral communications, we will abstain from disparaging personal remarks or criticisms, or sarcastic or demeaning comments about another judge.
3. We will endeavor to work with other judges in an effort to foster a spirit of cooperation in our mutual goal of enhancing the administration of justice.