



United States District Court
District of Oregon

**Application For Attorney Admission
and CM/ECF Registration**

- ▶ **Applicable Local Rules:** LR 83.1-5 sets forth the rules and requirements for admission to practice before the bar of the United States District Court for the District of Oregon.
- ▶ **CM/ECF Registration:** Concurrent with admission to the bar, attorneys will automatically be registered to access the court's Case Management/Electronic Case File system (See <http://ecf.ord.uscourts.gov>). After admission, the Clerk's Office will e-mail your private CM/ECF login and password.
- ▶ **Requirements For General Admission:** LR 83.2(a) requires that each applicant must be an active member in good standing of The Oregon Bar; and must submit a completed application for admission on the enclosed forms. Payment of the admissions fee, \$110.00, must accompany the application for admission. Payment must be in the form of check or money order made payable to the Clerk, US District Court.
- ▶ **Reinstatement Following State Bar Disciplinary Action:** Attorneys who have applied for reinstatement to The Oregon State Bar (pursuant to Title 8 of The Oregon State Bar's Rules of Procedure) must also separately apply for reinstatement to the bar of this court **after** being reinstated by the Oregon Supreme Court. Applications for reinstatement before this court must be filed with the clerk using the same forms required by The Oregon State Bar and the applicant must pay a \$100.00 application fee.
- ▶ **Determining Where to File Your Application:** The Court requires that you personally attend an attorney admission ceremony in order to be admitted to practice before this Court. For your convenience, monthly admission ceremonies are scheduled in Portland, Eugene, and Medford, and less frequently in Pendleton. Mail your application packet to the office where you wish to attend the admission ceremony.

Portland	Eugene	Medford	Pendleton
US District Court - Oregon Attorney Admissions Clerk 740 US Courthouse 1000 SW Third Portland, OR 97204-2902 [503] 326-8020	US District Court - Oregon Attorney Admissions Clerk 100 US Courthouse 211 East 7 th Street Eugene, OR 97401 [541] 465-6423	US District Court - Oregon Clerk's Office, 2nd Floor US Courthouse 310 W Sixth, Room 201 Medford, OR 97501 [541] 776-3926	US District Court Oregon Attorney Admissions Clerk 740 US Courthouse 1000 SW Third Portland, OR 97204-2902 [503] 326-8020

- ▶ **Scheduling Admission Ceremonies:** Once your application has been received and processed, the Attorney Admissions Clerk will notify you in writing of the date and time for your scheduled admissions ceremony.

- ▶ **Pro Bono Representation Panel:** The Court has established a Pro Bono Representation Panel to provide representation to selected pro se litigants. Information about the activities of the panel are described later in this packet.

- ▶ **U.S. District Court Historical Society:** Your admission fee will include a one year membership in the US District Court Historical Society and a copy of *The First Duty* the historical record of the Oregon US District Court. To enroll as a member, **please complete the membership application form included in this packet** and return it to us with your completed application form. At the conclusion of the admission ceremony, you may also elect to increase your initial annual membership to any of the following membership categories in the U.S. District Court Historical Society. If so, please contact the US District Court Historical Society at address on the membership application form.
- ▶ **Federal Bar Association - Oregon Chapter:** The Federal Bar Association is a national association with local chapters. The Oregon Chapter actively participates with the court to improve the quality of federal litigation in the District and Bankruptcy Courts in Oregon.

The Oregon Chapter - in conjunction with Lewis and Clark's Northwestern School of Law - offers an annual CLE Federal Practice and Procedures course each fall. From time to time, the chapter also conducts Advanced Federal Practice seminars for its members. Judges of the Federal Court participate in both of these CLE activities.

Admission to the Federal Bar Association is open to all attorneys admitted to practice before this court. Information about the Federal Bar Association can be found on their website at www.fedbar.org. The local membership contact is Ms. Shelley D. Russell, Crispen Employment Lawyers, (503) 293-5767 or e-mail at shelley@employmentlaw-nw.com.

- ▶ **EEOC Attorney Referral Program:** The Equal Employment Opportunity Commission (EEOC) is seeking new attorneys to join their "EEOC Lawyer Referral" panel. Applications may be obtained from the Seattle District Office of the EEOC at (206) 220-6883.
- ▶ **US District Court Website:** The US District Court website contains online access to current local rules, court notices, CM/ECF programs, etc. (See <http://ord.uscourts.gov>)

**United States District Court
for the District of Oregon**

**In the Matter of the Application of
(Attorney's Name)
for Admission to the Bar of the United States District
Court for the District of Oregon**

**Application for Attorney Admission
and CM/ECF Registration**

In accordance with LR 83.1, I am applying for admission to the Bar of the United States District Court for the District of Oregon. In support of this application, I certify that I am an active member in good standing with The Oregon Bar; that I have read and am familiar with the Federal Rules of Evidence, the Federal Rules of Civil and Criminal Procedure, and the local rules of this Court.

(1) PERSONAL DATA:

Name: _____
(Last Name) (First Name) (MI) (Suffix)

Oregon State Bar ID Number: _____

Firm or Business Affiliation: _____

Business Mailing Address: _____

City: _____ State: _____ ZIP: _____ - _____

Phone Number: _____ FAX Number: _____

Business e-mail address: _____

(2) EDUCATION:

(a) Undergraduate School: _____ Year Graduated: _____

(b) Graduate School: _____ Year Graduated: _____

(c) Law School: _____ Year Graduated: _____

(3) BAR ADMISSIONS INFORMATION:

(a) Date Admitted to the Oregon State Bar: _____

(b) Other State Bar Admission(s), Date of Admission(s), and Bar ID Number(s):

(c) Other Federal Court Admission(s), Date of Admission(s), and Bar ID number(s):

(4) CERTIFICATE OF DISCIPLINARY ACTIONS:

(a) _____ I am not now, nor have I ever been subject to any disciplinary action by the Oregon State Bar.

(b) _____ I am now, or have been subject to disciplinary action and am applying for reinstatement (Attach reinstatement application pursuant to Title 8 of The Oregon State Bar's Rules of Procedure).

(5) CME/ECF Registration: Concurrent with approval of this application, I acknowledge that I will automatically be registered to access the court's Case Management/Electronic Case File system. (See ecf.ord.uscourts.gov). I also consent to electronic service pursuant to Fed. R. Civ. P 5(b)(2)(D) and LR 100.13(a).

Date

Signature

UNITED STATES DISTRICT COURT

DISTRICT OF OREGON

Certification in Support of _____

Application for Admission to the Bar of the

United States District Court for the District of Oregon

CERTIFICATE

In accordance with the requirements of LR 83.1, I certify that:

- (1) I am a member in good standing of The Oregon Bar and the Bar of this Court;
- (2) I am personally acquainted with the applicant listed below; and
- (3) I know the applicant to be of good moral character and otherwise competent and eligible to be admitted to practice before the bar of the United States District Court for the District of Oregon.

Applicant's Last Name

First Name

Middle Initial/Suffix

DATED this _____ day of _____, 20_____

(Signature)

Sponsor's Name: _____

Firm Address: _____

Telephone Number: _____

OSB ID Number _____

**UNITED STATES DISTRICT COURT
DISTRICT OF OREGON**

Certification in Support of _____

Application for Admission to the Bar of the

United States District Court for the District of Oregon

CERTIFICATE

In accordance with the requirements of LR 83.1, I certify that:

- (1) I am a member in good standing of The Oregon Bar and the Bar of this Court;
- (2) I am personally acquainted with the applicant listed below; and
- (3) I know the applicant to be of good moral character and otherwise competent and eligible to be admitted to practice before the bar of the United States District Court for the District of Oregon.

Applicant's Last Name

First Name

Middle Initial/Suffix

DATED this _____ day of _____, 20_____

(Signature)

Sponsor's Name: _____

Firm Address: _____

Telephone Number: _____

OSB ID Number _____



PRO BONO REPRESENTATION PANEL

In 1989, the United States District Court for the District of Oregon established a Pro Bono Representation Panel of volunteer attorneys. The purpose of this panel is to represent pro se litigants in the prosecution of their actions before the Court. The panel is supervised by an Indigent Representation Supervisory Committee.

Upon granting of a motion for appointment of counsel, the court will ask an attorney on the panel to investigate the plaintiff's case and accept representation if he determines there is a meritorious claim. No funds are available for reimbursement of investigative expenses prior to a decision to accept or decline representation. Should an attorney accept representation and prevail, attorneys fees may be claimed as provided by law.

The court actively seeks out qualified attorneys to join the panel, and we ask you to consider volunteering your services to this important effort. Please complete the application form below and return to the Division Manager, Clerk's Office, US District Court, at any of our divisional offices.

**Application for Appointment to the
Pro Bono Representation Panel of the
United States District Court for the District of Oregon**

I wish to have my name added to the Pro Bono Representation Panel established by the United States District Court for the District of Oregon. If the appointment is granted, I understand that I may periodically receive cases to review. I further understand that when such referrals are made, I will be asked to investigate the plaintiff's case, and to accept representation if I determine there is a meritorious claim.

I also understand there are no funds available for reimbursement of investigative expenses prior to a decision to accept or decline representation. Should I accept representation and prevail, I may be entitled to attorneys fees as provided by law.

(Signature)

Applicant's Name: _____

Firm's Address: _____

OSB ID Number: _____

Telephone No: _____

Business e-mail:



U.S. District Court Historical Society

Membership Application

Enclosed is my application and annual membership dues to join the United States District Court Historical Society (*Please check level of membership desired*):

- Lifetime Member (*one-time contribution*) \$1,000
- Sponsor \$ 150
- Sustaining Member \$ 75
- General Member \$ 50
- Judicial Law Clerk \$15
- Student \$15
- Admitted to U.S. District Court for more than one year but less than four years \$25

Special Note: Please mail your check and membership application form to:

U.S. District Court Historical Society
740 U.S. Courthouse
1000 SW Third Avenue
Portland, Oregon 97204-2902

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: _____ **Home Phone:** _____