



UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA
William J. Nealon Federal Bldg & U.S. Courthouse
235 North Washington Avenue
P.O. Box 1148
Scranton, PA 18501-1148

MARY E. D'ANDREA
Clerk of Court

(570) 207-5600 FAX (570) 207-5650
Internet Address: www.pamd.uscourts.gov

Divisional Offices:

Harrisburg: (717) 221-3920
Williamsport: (570) 323-6380

NOTICE

TO: Attorneys
RE: Special Or General Admission
FROM: Mary E. D'Andrea, Clerk of Court

Attached is a Petition for Admission to Practice in this Court.

If you are seeking special admission for a particular case, you need to complete the attached petition and mail it back within (10) ten days to the Clerk of Court's Office along with a check in the amount of \$25.00 payable to Clerk of Court. The Clerk of Court has offices in the Federal Buildings in Scranton, Harrisburg and Williamsport, PA. The basis for your admission is the case you are handling and you should list that case name and number in the appropriate spot.

If you are seeking general admission in Scranton or Williamsport, please complete the attached petition, contact one of the judges in either city, and set up a time to appear before the court to be sworn in. For information regarding general admission in Harrisburg, please contact the Clerk's office there, at 717-221-3920, to make arrangements.

On the day you are sworn in, your sponsor must be present to move for your admission. Bring the completed application with you, together with a check for \$60.00, payable to Clerk of Court, and file it in the Clerk's Office.

If you need further assistance, feel free to call my office at (570) 207-5600.

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF PENNSYLVANIA

IN THE MATTER OF APPLICATION FOR :
ADMISSION TO PRACTICE IN THIS COURT :

PETITION

I _____, hereby petition the United States District Court for the Middle District of Pennsylvania to admit me to practice before that Court. In support of my petition, I state as follows:

My office address is: _____

Office Telephone: _____

I was admitted to practice before the Courts listed below on the date shown after the name of each Court, and I am currently a member in good standing of all those Courts.

My attorney Identification number is: _____.

FOR COURT USE ONLY

___ GENERAL ADMISSION:

BEFORE JUDGE _____
_____ U.S. DISTRICT JUDGE _____ U.S. MAGISTRATE JUDGE

Date: _____

___ SPECIAL ADMISSION:

GRANTED: _____
_____ U.S. DISTRICT JUDGE _____ U.S. MAGISTRATE JUDGE

Date: _____

Please Answer the Following Questions:

All occasions, if any, on which I have been convicted of a crime (subsequent to my becoming an attorney), censured, suspended, disciplined or disbarred by any court are set forth as follows: (State the facts and circumstances connected with each if none, state "none".)

All occasions, if any, on which I have been held in contempt of court are set forth as follows: (State the nature and final disposition of the contempt: if none, state "none".)

I do _____, do not _____, have any disciplinary action, contempt or other proceedings involving me pending before any court. (check the appropriate space.) If there are pending proceedings, please explain: _____

I am seeking:

____ General Admission under Local Rule LR 83.8

____ Special Admission (specify by a check which rule) under
Local Rules LR 83.9.1 _____, LR 83.9.2 _____, or LR 83.9.3 _____

If seeking special admission under Local Rules LR 83.9.1, LR 83.9.2, or LR 83.9.3, the basis for my admission under the designated rule is as follows: _____

ALSO NAME THE PARTY YOU REPRESENT:

If special admission is requested for a particular case, please list case number and caption:

Case # _____

Caption # _____

I understand that:

1) If seeking admission under Section LR 83.9.1 or LR 83.9.2, I must submit a letter from a superior stating the agency with which I am employed and the duties performed which qualify me for admission under those sections.

2) If petitioning for admission, only in a particular case, under Rule LR 83.9.3, I need no sponsor's certificate.

3) If seeking regular admission under Rule LR 83.8, I must have a sponsor who is a member in good standing of the Bar of this Court present to move for my admission and I must submit the sponsor's certificate with my petition.

PETITIONER

(Bar Identification Number)

(Date)

NAME OF PETITIONER _____

SPONSOR'S CERTIFICATE:

I, _____, am a member in good standing of the Bar of the United States District Court for the Middle District of Pennsylvania, having been admitted to practice on _____, 20____. I have known the above petitioner for _____. To my knowledge, the petitioner's moral character is as follows: _____

To my knowledge, the petitioner's educational background and experience are as follows: _____

I sponsor and recommend _____ for admission as a qualified attorney to practice before this court.

(sponsor)

Office address: _____

Telephone: _____

Attorney Bar I.D. Code No. _____

**UNITED STATES DISTRICT COURT
FOR THE
MIDDLE DISTRICT OF PENNSYLVANIA**

CODE OF PROFESSIONAL CONDUCT

As a member of the Bar of the United States District Court for the Middle District of Pennsylvania, I will strive for the following professional ideal:

1. *The rule of law will govern my entire conduct. I will not violate the law or place myself above the law.*
2. *I will treat with civility and respect the lawyers, clients, opposing parties, the court and all the officials with whom I work. Professional courtesy is compatible with vigorous advocacy and zealous representation. Even though antagonism may be expected by my client, it is not part of my duty to my client.*
3. *I will respect other lawyers' schedules as my own, and will seek agreement on meetings, depositions, hearings, and trial dates. A reasonable request for a scheduling accommodation should never be unreasonably refused.*
4. *Communications are life lines. I will keep the lines open. Telephone calls and correspondence are a two-way channel; I will respond to them promptly.*
5. *I will be punctual in appointments, communications and in honoring scheduled appearances. Neglect and tardiness are demeaning to others and to the judicial system.*
6. *I will earnestly attempt to resolve differences through negotiation, expeditiously and without needless expense.*
7. *Procedural rules are necessary to judicial order and decorum. I will be mindful that pleadings, discovery processes and motions cost time and money. I will not use them heedlessly. If an adversary is entitled to something, I will provide it without unnecessary formalities.*
8. *I will not engage in conduct that brings disorder or disruption to the courtroom. I will advise my client and witnesses appearing in court of the proper conduct expected and required there and, to the best of my ability, prevent my client and witnesses from creating disorder or disruption.*
9. *Before dates for hearings or trials are set, or if that is not feasible immediately after such date has been set, I will attempt to verify the availability of necessary participants and witnesses so I can promptly notify the court of any likely problems.*

*I agree to subscribe to the above
Code of Professional Conduct:*

Signature