

## Submission of an Application for Admission to Practice in the Seventh Circuit

Beginning May 4, 2015, it is mandatory that all Applications for Admission to Practice be submitted electronically via the ECF Document Filing System. Please use the following directions to submit your application.\*

- (1) If you are not registered for ECF, you must do so now. Go to [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov). Under the **ECF INFO** section, choose the **ECF Registration** link. This will take you to a PACER page where you will choose the **Register** link.

This registration will be sent to the court for approval. You will receive email notification from the court when your registration has been approved.

Once you receive the approval, you may log into ECF at [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov). Under the **ECF INFO** section, go to the **ECF Document Filing System** link and log in.

- (2) Save the application form (from the court's website) to your computer, fill it out and print or publish it to pdf to lock all of the editable/fillable fields.

Note: Electronic signatures will be accepted for both the applicant and the sponsor. This is accomplished by using the "s/ " prior to the typed name where the signature would otherwise appear.

- (3) Once logged in to ECF, select **Utilities** —> **Bar Admission**. Fill out the information, attach your application (and any supporting documentation if required under the prior discipline section of the application).
- (4) Click the **Pay Now and Submit Application** button. You will be taken to Pay.gov to submit the admission fee by credit card or ACH Transaction.
- (5) If the fee for the admission is waived, choose the appropriate Fee Waiver Reason from the drop down list and click the **Submit Application** button.
- (6) Your application has now been electronically submitted to the court. To check on the status of your application, you may contact the Clerk's Office at 312-435-5850.

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\*Further step by step documentation can be found on the court's website under the **ECF TRAINING AREA** —> **Pay.gov: How to pay a fee electronically**.

FOR CLERK'S OFFICE USE ONLY:

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

UNITED STATES COURT OF APPEALS FOR THE SEVENTH CIRCUIT  
219 S. Dearborn Street, Chicago, Illinois 60604

APPLICATION FOR ADMISSION TO PRACTICE

To be completed by Clerk's Office personnel. Date of OUT OF COURT Admission: \_\_\_\_\_

Date of IN COURT Admission: \_\_\_\_\_ Admitting panel: \_\_\_\_\_

Applicant Information (Please type or print neatly.)

APPLICANT'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER (last four digits only): \_\_\_\_\_

NAME OF FIRM OR AGENCY: \_\_\_\_\_

BUSINESS ADDRESS (physical location/mailbox): \_\_\_\_\_

E - MAIL ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

DATE FIRST ADMITTED (TO ANY BAR): \_\_\_\_\_

STATE(S) IN WHICH APPLICANT IS ADMITTED TO PRACTICE: \_\_\_\_\_

HAVE YOU EVER RECEIVED ANY FORM OF DISCIPLINE (INCLUDING A PRIVATE REPRIMAND OR A SANCTION) FROM A COURT OR A LAWYERS DISCIPLINARY AUTHORITY SINCE YOU WERE FIRST ADMITTED TO PRACTICE LAW? \_\_\_\_\_

IF THE ANSWER IS OTHER THAN NO, PLEASE STATE ON AN ATTACHED SHEET WHAT HAPPENED AND INCLUDE A COPY OF EACH RELEVANT ORDER.

Fee Information

The payment of the \$176.00 admission fee due under 28 U.S.C. § 1913 and the \$15.00 local fee due under Circuit Rule 46 should be made electronically via Pay.gov, after the application submission process using the Electronic Case Filing (ECF) System. Access to the ECF system is available at [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

Fee Submitted      OR       Fee Waived:       Appointed counsel in this court  
 Attorney employed by federal government

I hereby certify that the above information is correct and complete. Further, I hereby certify that I have read the "STANDARDS FOR PROFESSIONAL CONDUCT WITHIN THE SEVENTH FEDERAL JUDICIAL CIRCUIT" and agree to conduct myself in accordance therewith. Finally, I solemnly swear (or affirm) that I will conduct myself as an attorney and counselor of this court, uprightly and according to law; and that I will support the Constitution of the United States.

\_\_\_\_\_  
(Signature of Applicant)

Sponsor Information

SPONSOR'S NAME: \_\_\_\_\_

SPONSOR'S ADDRESS: \_\_\_\_\_

WHEN ADMITTED TO PRACTICE: \_\_\_\_\_

WHEN ADMITTED TO THIS COURT: \_\_\_\_\_

I hereby vouch for the personal integrity and professional ethics of the applicant and respectfully move that said applicant be admitted as an attorney and counselor of this court.

\_\_\_\_\_  
(Signature of Sponsor)