

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. Current Law Clerks or Staff Attorneys should not follow this procedure but should contact the Clerk's Office for further direction.

- (1) If you are not registered for ECF, you must do so now. Go to www.ca7.uscourts.gov. 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. Go to **E-Filing (CM/ECF)**, choose 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 close 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 CM/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 and/or Certificate of Good Standing in lieu of a sponsor).
- (4) Click the **Pay Now and Submit Application** button. You will be taken to PACER to submit the admission fee by credit card or ACH Transaction. Note, you will be required to enter your password during the transition to PACER.
- (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 the status of your application, you may login to the E-Filing system, go to **Utilities** —> **Bar Admission**. Once the application has been processed, the Bar Status will be Active, and the date listed under Admitted will be your date of admission. For any questions, contact the Clerk's Office at 312-435-5850.

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: _____

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 \$199.00 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 PACER, after the application submission process using the Electronic Case Filing (ECF) System. Access to the ECF system is available at 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)

APPLICATION FOR ADMISSION TO PRACTICE

Certificate of Good Standing submission in lieu of Seventh Circuit sponsor requirement.

If there is no one who can sponsor your admission, you may submit a certificate of good standing issued by the court before which you are admitted to practice. If you are admitted to practice by the highest court of more than one state, you may submit a certificate from one such court, and you must attest, under oath, that you are in good standing in the remainder of the court(s), listing each additional court. You do not need to obtain certificates from federal courts before which you are admitted. The certificate of good standing must be issued within the last 90 days of the date of submission. It should be submitted with your other admission materials. If you choose this alternative, then the Clerk of the Seventh Circuit will act as the sponsor on your admission application.

I am admitted to the following court(s):

I am submitting a certificate of good standing, which has been issued in the last 90 days, from the following state court:

The certificate of good standing should be submitted, as a pdf document, with the completed Application for Admission to Practice via the ECF Document Filing System.

I hereby certify that I am admitted, and a member in good standing, in each court listed above.

(Signature of Applicant)