UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA

IN-STATE COUNSEL

INSTRUCTIONS FOR ADMISSION TO THE BAR
PURSUANT TO LOCAL RULE 79.1 (CLICK FOR RULE)

1. Attached is a Petition for Admission to the Bar of the United States District Court for the District of North Dakota. Please complete the Petition and return it to the Office of the Clerk of Court.

Attorneys residing in the **Western Divisions** of the state should forward their Petitions to:

Office of the Clerk
United States District Court
P.O. Box 1193
Bismarck, ND 58502-1193

Attorneys residing in the **Eastern Divisions** of the state should forward their Petitions to:

Office of the Clerk
United States District Court
655 1st Ave. N., Suite 130
Fargo, ND 58102-4932

2. Upon receipt of your Petition, a deputy clerk will contact you to schedule a time for a hearing before the Court on your Petition. You and the attorney moving for your admission must be present at this hearing.

3. The admission fee of $180.00, payable to the "**Clerk, U.S. District Court**", must be paid at the time of your hearing. Please report to the Clerk's Office with the attorney moving for your admission approximately 10 minutes before your scheduled hearing to pay the admission fee and execute signature cards.

4. Your signature on the Petition acknowledges your understanding that your name will be placed on the Criminal Justice Act ("CJA") attorney panel for appointment as defense counsel in indigent criminal cases. Please complete the CJA Attorney Payee Registration and return it with your Petition, so that we can establish your CJA billing account. If you choose not to accept CJA appointments, you must advise the court in writing.

5. If you have any questions, please contact the Office of the Clerk of Court:

Western Divisions: Admissions Deputy (701) 530-2300
Eastern Divisions: Admissions Deputy (701) 297-7000

Additional information can be obtained at the Court's website: www.ndd.uscourts.gov

UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA

PETITION FOR ADMISSION TO THE BAR
In-State Counsel

I hereby apply for admission to the Bar of the United States District Court for the District of North Dakota and submit the following information for consideration by the Court:

Name: Social Security No.:

Office/Firm Address:

Telephone No. (office):

Legal Training:

Courts to which I have been admitted to Practice:

Trial Experience:

Name of the member of the Bar of the U.S. District Court, North Dakota, who will move my admission:

I understand that my name will be placed on the Criminal Justice Act ("CJA") attorney panel for appointment as defense counsel in indigent criminal cases. If I choose not to accept CJA appointments I must request, in writing, that my name be removed from the CJA attorney panel.

Dated: _____ _____
(mm/dd/yyyy) Attorney's Signature

ADMISSION FEE: $180.00 The fee should be tendered to the "**Clerk, U.S. District Court**", on the date set for your admission hearing.

RECEIPT & NOTICE

Receipt of the above Petition is hereby acknowledged. The Court has set the hearing for _____, _____, at _____, at the U.S. Courthouse in _____, North Dakota. Please report to the clerk's office with the attorney who will be moving your admission approximately ten minutes before the above scheduled time.

PETITION APPROVED

DATE ADMITTED: _____ JUDICIAL OFFICER_____

UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA

CJA ATTORNEY PAYEE REGISTRATION

Name:

Social Security No.:

Mailing Address (office):

Telephone No. (office):

Telefax No. (office):

Please indicate below how payments should be reported to the Internal Revenue Service:

☐ Under my Social Security Number and name;

OR

☐ Under the Taxpayer Identification Number of my law firm.

Taxpayer Identification No. (office):

Name/Address to which CJA Payments should be made:

Dated: _____ _____
(mm/dd/yyyy) Attorney's Signature