

## Requirements for Applications submitted to the Austin Division

Admission to practice in the Western District of Texas is covered in [Local Rule AT-1, Admission of Attorneys](#). Please read these requirements below carefully before preparing your application packet. *Also note that these requirements apply to applications sent to the Austin Division only; other divisions may set forth different requirements.*

### The Application and Admissions Process

Only completed applications will be submitted to the admissions committee. The review and approval process generally will take 45 to 60 days unless the Committee requires additional information from the applicant.

#### Items needed for a complete application:

- [Application for admission](#) with notarized signature. Copies are not accepted. All questions must be answered. If a question does not apply, enter N/A or None.
- **Resident applicants** (one who resides in the Western District of Texas) need to submit two signed letters of recommendation from attorneys admitted to practice and in good standing in the bar of the Western District of Texas. *(This also includes any government attorneys.)*  
[Sample letter](#)
- **Non-Resident applicants** (one who does not reside in the Western District of Texas) need to submit two signed letters of recommendation from attorneys admitted to practice and in good standing in the bar of that court. [Sample Letter](#)
- An **Original** Certificate of Good Standing (**physical or electronic**) from the state bar association **or** Supreme Court in which the applicant resides. The certificate must be current (dated within 60 days).
- An **Original** Certificate of Good Standing (**physical or electronic**) from the Federal District Court in which the applicant resides, if licensed. The certificate must be current (dated within 60 days). If not a member of the resident District, then a Certificate of Good Standing should be provided from another Federal Court. *(Only one certificate is needed if you are admitted to several Federal Courts.)*
- Submit Admission Fee of \$208.00 with application. Make check payable to “Clerk, U.S. District Court”. Attorneys employed by a municipal, county, state or federal government agency are exempt from paying the fee.
- Mail application and documents to the Clerk’s Office at 501 West 5<sup>th</sup> Street, Suite 1100, Austin, Texas 78701.

If an applicant is not admitted to any Federal Court, it is required to complete one of the below seminars regarding federal court practice. The applicant must provide a certification of completion from the organization that sponsored the class.

- Participation in the seminar “A Day in Federal Court,” offered by the Travis County Women Lawyers’ Association (TCWLA). The CLE is available online at [www.tcwla.org/cle](http://www.tcwla.org/cle). The cost is \$70 for government and non-profit attorneys or \$140 for all other attorneys. The course provides 6.75 hours of CLE credit, including 1 hour of ethics. If you have any questions, you may contact [CLE@tcwla.org](mailto:CLE@tcwla.org) for further information about this CLE course.
- A DVD of the current Federal Practice Seminar and the accompanying written materials are now available for check out for \$150 (\$75 for government attorneys) by contacting the Austin Federal Bar Association at [fba.austin@gmail.com](mailto:fba.austin@gmail.com). Please include “Federal Practice Seminar” in the subject of your email for faster routing of your request. If you have any questions, please visit their website [www.fedbar.org](http://www.fedbar.org).
- Completion of the course titled “Federal Court Practice” offered jointly by the Texas Young Lawyers Association and the State Bar of Texas. This course will be offered every other year. (Contact Texas Bar CLE at [www.texasbarcle.com](http://www.texasbarcle.com) or TYLA at [www.tyla.org](http://www.tyla.org).)

### **Taking the Oath**

Applicants who are approved for admission will be notified by letter, which will include the dates of upcoming admissions ceremonies. Please contact the Clerk's office for more dates if needed. Each approved attorney must be accompanied by a sponsor who is admitted to practice in the Western District of Texas. The sponsor will introduce the attorney to the court, vouch for his or her good moral character, and so affirm in writing. After the ceremony, the newly admitted attorneys and their sponsors will sign the official roll of attorneys maintained by the Clerk's Office.

Out-of-district attorneys can have the oath administered by a federal district judge in their home district. These documents will be sent by the Clerk's Office after the applicant is approved by the Committee.

### **Time for Completing Application**

*Attorneys who do not complete the admissions process within one year will be automatically expunged from the Clerk's records without further notice. [Local Rule AT-1 \(b\)\(4\) Admission of Attorneys, Time for Completing Application.](#)*

### **Admissions Renewal Process**

Attorneys whose memberships have lapsed and whose status reflects “Must Reapply” in our attorney database can now renew their memberships by sending a cover letter to the Clerk's Office with their current contact information along with a check for \$25.00.

### **Still Have Questions?**

Please contact us via email: [Austin\\_Attorney\\_Admissions@txwd.uscourts.gov](mailto:Austin_Attorney_Admissions@txwd.uscourts.gov).