

## Requirements for Applications Submitted to the Waco Division

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

### The Application and Admissions Process – Non-Resident Applicants

Only completed applications will be submitted to the admissions committee. The review and approval process will generally take 20 - 30 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.
- Non-Resident applicants are those who do not reside in the Western District of Texas. Applicants must submit two (2) signed letters of recommendation from attorneys admitted to practice and in good standing in the bar of a U.S. District Court where they practice. The jurisdictions stated in these letters of recommendation must match those in which the applicant is also admitted to practice. [See Sample Letter](#).
- An Original Certificate of Good Standing (paper or electronic) from the state bar association or Supreme Court in which the applicant resides or is admitted to practice. The certificate must be current (dated within 60 days).
- An Original Certificate of Good Standing (paper or electronic) from the U.S. District Court in which the applicant resides, if licensed. The certificate must be current (dated within 60 days). If an applicant is not a member of the Federal District where he/she resides, the applicant must provide a Certificate of Good Standing from another Federal Court where the applicant practices. (Only one certificate is needed if admitted to several Federal Courts.)
- If an applicant is not admitted to any Federal Court, the applicant must complete the Federal Court Practice on-line seminar as found at [www.texasbarcle.com](http://www.texasbarcle.com). Click on the selection for [On-line Classes / mp3s](#) and then select "Federal" as the area of practice. Applicants must provide a certification of completion from the on-line course with their submitted application.
- Applicants may submit the Admission Fee of \$208.00 with the application (preferred). If the admission fee is not submitted with the application paperwork, it is due before the applicant can be admitted. Make check payable to "Clerk, U.S. District Court".
- Mail application and supporting documents to the U.S. District Clerk's Office at 800 Franklin Ave, Room 380, Waco, Texas 78701.

Attorneys employed by a municipal, county, state or federal government agency have different requirements for admission and are exempt from paying the admission fee. [See Local Court Rule AT-1\(g\)](#).

### **Taking the Oath**

Applicants who are approved for admission by the Admissions Committee will be notified by letter and will be provided information about how to be sworn into the Western District bar.

### **Time for Completing Application**

Applicants must complete all the requirements for admission within one year after the filing of the application. Failure to complete all requirements will cause the application to expire, and a new application will be required. [See Local Rule AT-1\(b\)\(4\).](#)

### **Still Have Questions?**

Please contact us via email: [txw\\_attorney\\_admissions\\_waco@txwd.uscourts.gov](mailto:txw_attorney_admissions_waco@txwd.uscourts.gov)