

## 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 – WDTX Resident Attorneys

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.
- Resident applicants are those residing in the Western District of Texas, Waco division. Applicants must submit two (2) signed letters of recommendation from attorneys licensed to practice and in good standing in the bar of the Western District of Texas. Applicants must apply to the specific divisional office where their firm is located, per Local Court Rule AT-1(b)(3). [See Sample Letter](#).
- An Original Certificate of Good Standing (paper or electronic) from the [Texas State Bar Association](#) or [Texas Supreme Court](#). The certificate must be current (dated within 60 days).
- Resident applicants 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)