

San Antonio Division Attorney Admissions Non-Resident Attorneys

Admission to practice in the Western District of Texas is covered in our [Local Court Rule AT-1](#). This is required reading for attorneys interested in admission.

**The application approval process will take 45 to 60 days to complete.
Incomplete applications will not be considered by the committee.**

Once an application is approved, non-resident (outside of district) attorney will be provided the Oath to have administered by a U.S. District Court Judge in the District in which the applicant resides.

Requirements for Non-Resident Attorneys

- 1. [Original Application](#) (Copies are Not Accepted).
All questions must be answered. If question does not apply, enter N/A or None
Application must be signed and notarized.**
- 2. Original (or electronic) Certificate of Good Standing from the State Bar – or - Supreme Court from the state where the applicant practices. Must be current (dated within 60 days).**
- 3. Original (or electronic) Certificate of Good Standing from the Federal District Court in which applicant practices. Must be current (dated within 60 days).**
- 4. Two Original Signed [Recommendation Letters](#) (copies are not accepted) from attorneys federally licensed in the district in which applicant practices (do not need not be admitted in TXWD).**
- 5. Submit Admission Fee of \$201.00 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.**
- 6. Cover Letter - Please state in a cover letter the Five items listed above are enclosed with the Application for Admission. Incomplete applications will not be considered.**

Mail application with all requirements enclosed to:

**Attorney Admissions
U.S. District Clerk's Office
655 E. Cesar E. Chavez Blvd., Room G-65
San Antonio, Texas 78206**

Questions? Send email to: SanAntonio_Attorney_Admissions@txwd.uscourts.gov

Application will be Expunged if not completed within one year.

RULE AT-1 (b)(4) Time for Completing Application. An applicant must complete all requirements for admission (including any requested supplemental or explanatory information) within one year after filing an application. If the applicant fails to do so, the application expires. In that event, an applicant who seeks admission again must file a new application.