

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

The application process will take 30 to 60 days to complete. Incomplete applications will not be submitted to the admissions committee for review. Attorneys will be notified once they are approved by the admissions committee.

Items needed for a complete application:

1. [Application for admission](#) with notarized signature. All questions must be answered. If a question does not apply, enter N/A or None.
2. **Resident applicants** (one who resides in the Western District of Texas) need to submit two signed (/s/ is not accepted) [letters of recommendation](#) from attorneys licensed to practice and in good standing in the Western District of Texas. *(This also includes any government attorneys.)*
3. **Non-Resident applicants** (one who does not reside in the Western District of Texas) need to submit two signed (/s/ is not accepted) [letters of recommendation](#) from attorneys licensed to practice and in good standing in the district in which applicant practices (does not need to be admitted in TXWD).
4. **All applicants** - A Certificate of Good Standing 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).
5. **All applicants** - A Certificate of Good Standing from a Federal District Court in which the applicant is admitted to practice. The certificate must be current (dated within 60 days). *(Only one certificate is needed if you are admitted to several Federal Courts.)*
6. 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 <https://tcwla.org/western-district-seminar/>. The cost is \$75 for government and non-profit attorneys or \$150 for all other attorneys. The course provides 6.5 hours (including 1 hour of ethics) of CLE credit. If you have any questions, you may contact 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. 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 <https://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 or TYLA at www.tyla.org.)

Submit Your Application Electronically

1. Pay the \$219.00 application fee by visiting pay.gov. Note: Save Receipt for submission with application.
2. Your **one PDF** document includes:
 - a. 3 page application for admission completed, signed & notarized (Answer all questions. Enter N/A or NONE if applicable. Do not leave any blanks).
 - detailed explanation sheet if response to questions 14 – 17 is “yes.”
 - b. 2 letters of recommendation (wet signatures (no s/) dated within 6 months)
 - c. 1 certificate of good standing from the State Bar of Texas (or the Supreme Court of Texas), or the state in which you are admitted (issued within 60 days)
 - d. 1 certificate of good standing from any federal court (issued within 60 days), or a certificate of completion from a seminar regarding federal court practice (if you are not admitted to any federal court)
 - e. proof of pay.gov \$219.00 payment.
3. Click on our [electronic drop box](#) and submit when you have a completed application for submission into **one PDF** document. Please make sure to include your receipt from pay.gov for the \$219.00 application fee.

Taking the Oath

Applicants who are approved for admission will be notified by letter/e-mail and will be provided information about how to be sworn into the Western District of Texas.

Time for Completing Application

Local 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.

Still Have Questions?

Please contact us via email: Austin_Attorney_Admissions@txwd.uscourts.gov