

(Resides within the boundaries of the San Antonio Division)

## San Antonio Division Attorney Admissions - 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 by the committee, the attorney will receive instructions for the swearing-in ceremony. The ceremony is held in open court and a sponsor is required.

### Admission Requirements for Local San Antonio Attorneys

**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.**

**Completion of the Federal Court Practice Seminar.** Pursuant to Local Rule AT-1(b)(2). All Attorneys, in San Antonio and the surrounding area, are required to complete one of the below seminars before submitting an application. **Submit Proof of Seminar: Copy of the attorney's Summary of TexasBarCLE Online Classes.**

**1.)** The Federal Bar Association [San Antonio Chapter] offers the LIVE Seminar three times a year. Please visit their website at: [www.fedbarsatx.org](http://www.fedbarsatx.org) (under Events menu - select Federal Court Practice Seminars) for the next scheduled live seminar.

OR

**2.)** The attorney may take:

Federal Court Practice 2019 (online class/mp3)

MCLE Credit: 6.50 hrs (includes 1.5 hrs. ethics)

MCLE No: 174089411

Accreditation for this course expires on 6/30/2021

Available on Texar Bar CLE website

<http://www.texasbarcle.com/CLE/OCSearch2.asp>

**Original or Electronic Certificate of Good Standing from State Bar of Texas or Supreme Court of Texas.** Must be current (dated within 60 days).

**Two Original Signed Recommendation Letters (copies are not accepted)** by attorneys licensed to Practice in the Western District of Texas. Ensure letters include the four listed items on the sample letter of recommendation.



- Submit **\$201.00 Admission Fee** with application. Make check payable to "Clerk, U.S. District Court".

Attorneys employed by the U.S. Department of Justice, the Attorney General of Texas, the Federal Public Defender for the district, or other government entity (municipal, county or state) are exempt from paying the admission fee.

- 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 by the committee.

- Mail application with all requirements 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\\_Atorney\\_Admissions@txwd.uscourts.gov](mailto:SanAntonio_Atorney_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.