

## Requirements for Applications Submitted to the Waco Division

(Resides outside the boundaries of the Western District)

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. *However, once you are admitted into a division, you are able to practice in all seven divisional offices.* Non-Resident applicants are those residing outside the boundaries of the Western District of Texas.

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

Only completed applications will be submitted to the admissions committee. The review and approval process will generally take 15 days unless the Committee requires additional information from the applicant.

Items needed for a complete application (items that are in [blue shades underlined](#) have hyperlinks):

1. [Original Application for admission](#) with notarized signature. All questions must be answered. If a question does not apply, enter N/A or None. Do not leave any question blank.
2. [Attorney Admission fee](#) of \$208.00. You can now pay online on our website under Attorney Admission Fee by clicking on the click to Pay Now. Save Receipt to submit with application.
3. [Two \(2\) Original Signed Recommendation Letters](#) from attorneys licensed to practice and in good standing in the same U.S. District Court and State Court that the applicant provides certificates of good standing from when submitting the application. They will need to mention these two courts in their letter of recommendation. They do not have to be admitted into the Western District of Texas. The letters must have the attorney's signature. A /s/ is not acceptable. [See Sample Letter.](#)
4. [\(1\) Original \(or electronic\) 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 at time of application).
5. [\(1\) Original \(or electronic\) Certificate of Good Standing](#) from the U.S. District Court in which the applicant resides or is admitted to practice. The certificate must be current (dated within 60 days at time of application). 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, however the recommendation letters will need to mirror the certificates that are submitted.)
6. If not admitted into any Federal Court the applicant must [Complete the Federal Court Practice Seminar](#). The Federal Court Practice on-line seminar can be 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 submit proof of completion from the on-line course with their submitted application.

## **Submit Your Application Electronically**

1. Click on our electronic drop box and submit ONLY when all the above requirements have been complied for submission into **ONE PDF document**. Please make sure to include your receipt from pay.gov.
2. After your application has been reviewed by our office to ensure all required documentation has been submitted and filled out accurately, the admissions clerk will forward the application on to the Admissions Committee.
3. Utilize the email below if any additional information is requested by our office.
4. You do not need to mail in the application. The application packet that is submitted through drop box becomes the original when received.

## **Additional Information**

### **Taking the Oath**

Applicants who are approved for admission by the Admissions Committee will be notified by e-mail/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 (including any requested supplemental or explanatory information 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)