

## Requirements for Applications submitted to the El Paso 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 El Paso 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. (Government attorneys only need one letter from their supervising attorney.)
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 bar of that court.
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 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. Pay the \$219.00 application fee by visiting [pay.gov](http://pay.gov). Note: Save Receipt for submission with application.
2. Your **one PDF** document includes:
  - a. Title your pdf with your legal name and date submitted. Example (Michele Duenas Nov 12, 2025)

- b. 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.”
  - c. 2 letters of recommendation (wet signatures (no s/) dated within 6 months)
  - d. 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)
  - e. 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)
  - f. proof of [pay.gov](https://www.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. You only need to submit to one division to be admitted to TXWD. An applicant residing in this district must file the application with the clerk in the division where he or she resides. An applicant residing outside this district may file the application in any division of the district.

### **Taking the Oath**

**Applicants** who are approved for admission will be notified by letter/e-mail and will be provided with 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: [txw\\_attorney\\_admissions\\_El\\_Paso@txwd.uscourts.gov](mailto:txw_attorney_admissions_El_Paso@txwd.uscourts.gov)