

San Antonio Division Attorney Admissions Non-Resident Attorneys

Admission to practice in the Western District of Texas is covered in [Local Court Rule AT-1](#). **This is required reading for attorneys interested in admission.** Please read these requirements below carefully before preparing your application packet. Please note that these requirements apply to applications sent to the San Antonio Division only; other divisions may have different requirements. However, once you are admitted into a division, you can practice in all seven divisional offices. *Non-Resident applicants are those residing outside the boundaries of the Western District of Texas.*

Only completed applications will be considered for admission. Incomplete applications will not be considered until all requirements are met. 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 Attorney Admissions Application](#). All questions must be answered. If a question does not apply, enter N/A or None. The application must be signed and notarized.
2. **One (1) 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. **One (1) Original (or electronic) Certificate of Good Standing from the Federal District Court** in which applicant practices. Must be current (dated within 60 days). 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.)
4. **Two Original Signed [Recommendation Letters](#)** from attorneys federally licensed in the district in which applicant practices (do not need not be admitted in TXWD). It must have the attorney's signature. A /s/ is not accepted.
5. **Attorney Admission Fee** of \$208.00. 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.

Submit Your Application Electronically

1. Click on our [electronic drop box](#) and submit when all the above requirements have been compiled 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, an attorney admissions clerk will email you with the next steps.
3. Utilize this same [electronic drop box](#) if any additional information is requested by our office.

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.

