(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 **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.

Only completed applications will be considered for admission. Incomplete applications will not be considered until all requirements are met. Once an application is approved, the attorney will receive instructions for the completion of an executed Oath.

Requirements for Local San Antonio 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. **Completion of the Federal Court Practice Seminar.** Complete one of the below seminars prior to submitting your admissions application. Submit proof of seminar completion or a copy of the Attorney's Summary of Texas Bar CLE Online classes.

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

    b. Completion of "Federal Court Practice" (online class/mp3) offered jointly by the State Bar of Texas and the Texas Young Lawyers Association. This course will be offered every other year. Contact Texas Bar CLE www.texasbarcle.com or TYLA at www.tyla.org

3. **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).

4. **Two Original Signed Recommendation Letters** from attorneys federally licensed in the Western District of Texas. 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.

10/22/26