



United States District Court
Eastern District of North Carolina
Office of the Clerk
Post Office Box 25670
Raleigh, North Carolina 27611

Peter A. Moore, Jr.
Clerk of Court

ATTORNEY ADMISSION INFORMATION

- A. The requirements for admission to the Eastern District of North Carolina are fully explained in Local Civil Rule 83.1. An application is available at the Clerk's Office in any division or at www.nced.uscourts.gov. The application must be typed or printed legibly, fully completed, and signed with original signatures. The applicant must provide a North Carolina State Bar number.
- B. Each applicant must be sponsored by two attorneys who are admitted to the Court's bar and can attest to his/her good character. Applicants who are members of the bar of the Middle or Western Districts of North Carolina may submit a copy of the original certificate of admission to that Court or a certificate of good standing that has been issued within four months of the application, in lieu of sponsorship and being sworn.
- C. The complete application packet and \$218.00 admission fee may be delivered personally to the Clerk's Office or mailed to the U.S. District Court, P. O. Box 25670, Raleigh, North Carolina 27611. Applications are not accepted by e-mail or facsimile transmission.
- D. Payment of the admission fee can be made by check or money order payable to "Clerk, U.S. District Court." Cash, American Express, Discover, MasterCard, and Visa are accepted at the Clerk's Office for applications submitted in person.
- E. Applications are reviewed for eligibility in the order received. The Clerk's Office will send a confirmation e-mail to the applicant after processing the application and provide available dates to be sworn in.
- F. The applicant may not practice in this court until either being sworn by a U. S. District, Magistrate, or Bankruptcy Judge or submitting a certificate of good standing or a copy of the original certificate of admission from the Middle or Western Districts. After receiving notice of approval, the applicant must register for an admission ceremony, and the process is incomplete until the oath has been administered.
- G. The Clerk's Office will mail the certificate of admission to the attorney at the address provided on the application upon completion of the preceding paragraph.
- H. Attached to the application is a pro bono interest form, which helps the court pinpoint an area of interest a particular attorney might consider for pro bono work. Completing the form is not a requirement for admission, but allows an attorney to receive information about pro bono opportunities and to volunteer to assist parties who appear in this court without aid of counsel. Completing the form does not obligate an attorney to any assignment.
- I. For additional information, please contact our office at (919) 645-1700.

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

IN THE MATTER OF THE APPLICATION OF _____ FOR THE
ADMISSION TO PRACTICE

TO THE HONORABLE JUDGES OF THE UNITED STATES DISTRICT COURT FOR THE EASTERN
DISTRICT OF NORTH CAROLINA:

The Petitioner respectfully certifies unto the Court that the Petitioner is a member in good standing of the bar of the Supreme Court of North Carolina and that the Petitioner has studied the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, and the Local Rules of this Court.

WHEREFORE, the Petitioner prays for admission to practice before the United States District Court for the Eastern District of North Carolina.

This _____ day of _____, 20____.

(Signature of Petitioner)

Law Firm (if applicable): _____ Office Address: _____
Telephone Number: (Office) _____ (Residence) _____
E-Mail Address: _____ Fax Number: _____
Date of NC Bar Admission: _____ NC Bar Number: _____

We, the undersigned members in good standing of the bar of this Court, do hereby certify that the above named Petitioner is of good moral character and professional reputation and meets the requirements for admission to the bar of this Court.

(1) Attorney at Law (Signature) Address Date

Printed Name NC Bar Number

(2) Attorney at Law (Signature) Address Date

Printed Name NC Bar Number

ORDER

It appearing to the Court that the above-named Petitioner is a member in good standing of the bar of the Supreme Court of North Carolina and has studied the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, and the Local Rules of this Court; and is of good moral character and professional reputation; NOW,
THEREFORE,

IT IS ORDERED by the Court that the Petitioner be, and is hereby, admitted to all the privileges of an attorney and counselor of the United States District Court for the Eastern District of North Carolina. Let the certificate issue.

This _____ day of _____, 20____.

U.S. District/Magistrate/Bankruptcy Judge



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA
PRO BONO PANEL INTEREST FORM**

I. ATTORNEY INFORMATION

Name (First, MI, Last)

Law Firm

Address (Street/P.O. Box, City, State, Zip Code)

Phone Number(s) and Email Address

Bar Admission (State, Year, Bar No.)

Date Admitted to E.D.N.C. (or other Federal Court)

II. TYPES OF CASES

Indicate the types of cases you are willing to accept:

- ☐ Prisoner Civil Rights
- ☐ Non-Prisoner Civil Rights
- ☐ Employment Discrimination
- ☐ Consumer Rights
- ☐ Other:

III. SCOPE OF REPRESENTATION

Indicate the capacity in which you are willing to provide representation:

- ☐ Full Representation

Limited Representation:

- ☐ Filing/Responding to a Dispositive Motion
- ☐ Discovery
- ☐ Mediation/Court-Hosted Settlement
- ☐ Trial

IV. POTENTIAL CONFLICTS

Indicate potential conflicts that may affect your ability to provide representation, including but not limited to your representation of any governmental entities:

V. MENTORSHIP

Indicate whether you are interested in contributing pro bono services (1) as a mentor, experienced in federal court practice, to an attorney providing pro bono services or (2) under the mentorship of an experienced federal court practitioner:

I am interested in mentoring an attorney providing pro bono services:

☐ Yes ☐ No

I am interested in providing pro bono services with the assistance of a mentor:

☐ Yes ☐ No

VI. CERTIFICATION

By signing below, I certify that I am a member in good standing of the bar of the United States District Court of the Eastern District of North Carolina.

Signature

Date

Please submit this form by email to: probono@nced.uscourts.gov

or by U.S. Mail to: Pro Bono Coordinator
United States District Court, EDNC
P.O. Box 25670
Raleigh, North Carolina 27611