



# UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk

Warren E. Burger Federal Building  
and U.S. Courthouse  
316 North Robert Street, Suite 100  
St. Paul, MN 55101  
(651) 848-1100

U.S. Courthouse  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415  
(612) 664-5000

Gerald W. Heaney Federal  
Building and U.S. Courthouse and  
Customhouse  
515 West First Street, Suite 417  
Duluth, MN 55802  
(218) 529-3500

U.S. Courthouse  
118 South Mill Street, Suite 212  
Fergus Falls, MN 56537  
(218) 739-5758

## **ADMISSION TO PRACTICE PROCEDURE**

1. All Petitioners for bar admission must complete the Petition for Admission to Practice and provide two certificates from members of the bar. All required materials must be received by the Clerk's Office at least seven (7) days prior to the date the petitioner wishes to be admitted.
2. Petitioners must certify on their Petition for Admission to Practice they have read and are familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures.
3. The Petition for Admission to Practice must be accompanied by the certificates of two members of the bar of this Court stating when and where they were admitted to practice in this Court, how long and under what circumstances they have known the petitioner, and what they know of petitioner's character and experience at the bar.
4. A schedule of admission ceremony dates for Minneapolis and St. Paul is available on the INFORMATION page of our web site at [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov). For admission ceremonies in Duluth and Fergus Falls, please contact the Duluth Clerk's Office directly at 218-529-3500 for availability of dates. Petitioners should request their preferred admission ceremony date on the petition itself. If the requested date cannot be accommodated, the Clerk's Office will contact the petitioner.
5. The completed Petition for Admission to Practice form and certificates must be delivered to the Clerk's Office by either mailing the materials to the St. Paul Clerk's Office or by depositing the materials at a Clerk's Office location. The Clerk's Office will not schedule any requested admission ceremony date if the Petition for Admission to Practice is incomplete or submitted late.
6. On the day of the admissions ceremony, the petitioner's admission must be moved in person by a member of the bar of this court. The movant may or may not be one of those who provided a certification (see step 3). The attorney moving the admission of an applicant should orally represent the following:
  - A. The movant is a member of the bar of this court;
  - B. The petitioner is admitted to practice before the Supreme Court of Minnesota and

- is eligible for admission to practice; and
- C. The length of time movant has known petitioner and what is known of petitioner's character and experience at the bar (LR 83.5).
7. After the admissions ceremony, the petitioner should report directly to the Clerk of Court's Office to pay the \$200 filing fee. A certificate of admission will be issued after the ceremony.
8. Attorneys admitted to the bar of the United States District Court should immediately notify the Clerk of Court of any change in name, mailing address, law firm affiliation, and/or telephone number by logging into ECF, clicking on UTILITIES, then on MAINTAIN YOUR ACCOUNT and updating their information.

Please contact an admissions clerk at (651) 848-1100 for any questions about the bar admission process.