



UNITED STATES DISTRICT COURT

District of Minnesota

Richard D. Sletten, Clerk
Wendy S. Osterberg, Chief Deputy Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

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

417 Federal Building
515 West. First Street
Duluth, MN 55802
(218) 529-3500

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

ADMISSION TO PRACTICE PROCEDURE

1. Petitioners must certify 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.
2. The petition shall be accompanied by the affidavits of two members of the bar of this Court stating where and when 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.
3. The petition and two affidavits must be accompanied by a cover letter requesting a specific date of admission. If there is a problem with the date requested, the admissions clerk will contact the petitioner.
4. The petition and affidavits must be filed with the Clerk three (3) business days prior to the date the petitioner wishes to be admitted. A schedule of admission dates is available elsewhere on this web site.
5. 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 the affiants. 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).
6. After the admissions ceremony, the petitioner should report directly to the Clerk of Court's office and pay the \$175 filing fee. A certificate of admission will be issued at the time the fee is paid.
7. Attorneys admitted to the bar of the United States District Court should immediately notify the Clerk of Court in writing of any change in name, mailing address, law firm affiliation, and/or telephone number.



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PETITION FOR ADMISSION TO PRACTICE

I _____, petition the United States District Court for Admission to practice.

Minnesota Attorney License Number : _____

Law Firm : _____

Address : _____

Residential Address: _____

Phone : (____) _____

Fax : (____) _____

E-mail: _____

Phone : (____) _____

Date of Admission to the Minnesota Supreme Court _____

List additional courts admitted to: _____

List colleges attended, including dates and degrees _____

Do you wish to receive Court news, press releases, non-case related correspondence, etc. via e-mail?

YES NO If yes, please provide your e-mail address: _____

I certify that I have read and am familiar with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence and the Local Rules of the Court.

Date _____

Signature _____