



**UNITED STATES DISTRICT COURT
District of Minnesota**

**Request to Practice by Special Permission
for U.S. Government Attorneys**
(Admission Fee Not Applicable)

Under Local Rule 83.5, U.S. government attorneys may practice in the U.S. District Court, District of Minnesota by (1) becoming a member of the court's bar; (2) being admitted pro hac vice in a specific matter(s); or (3) requesting to practice by special permission. Use this form to request to practice in this court by special permission under LR 83.5(a).

This form is intended for use only by U.S. Government Attorneys who will represent the U.S. Government in the District of Minnesota over a period of time in multiple cases. If granted, this special permission to practice in the District of Minnesota is only valid as long as you are employed by the U.S. Government. If you wish to continue to practice in the District of Minnesota after your separation from employment with the U.S. Government, you must become a member of the Court's bar by following the procedures outlined in LR 83.5(b) and (c). Please note that you are not a member of the bar of this court when you obtain the court's special permission to practice.

To complete this form, the attorney requesting the court's special permission to practice must complete Section A, and the requesting attorney's supervisor must complete Section B.

A. Requesting Attorney's Information and Certification

I, _____, request the United States District Court for the District of Minnesota permit me to practice in this court by special permission. In accordance with request, I submit the following information:

Residence and Office Addresses

Residential Address: _____

Office Name: _____

Address: _____

Phone: (____) _____

Phone: (____) _____

Fax: (____) _____

E-mail: _____

All Federal and State Courts, including the attorney license number(s), in which Requesting Attorney is admitted

Certification of Requesting Attorney

I, _____, the undersigned, do hereby certify that:

- The information provided above to support my request to practice by special permission is true and correct and that I am a member in good standing of all the courts to which I am admitted identified above.
- 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, including the Electronic Case Filing Procedures.
- I understand that the United States District Court for the District of Minnesota is an electronic court and I will receive service under Fed. R. Civ. P. 77(d) by electronic means.
- I understand that electronic service will be in lieu of service by mail.

Date: _____

Signature: _____

B. Certification of Requesting Attorney's Supervisor

I, _____, hereby certify that the attorney identified above is employed as an attorney by the United States government agency identified above.

Date: _____

Signature: _____

Title: _____

U.S. Agency: _____

- E-mail this completed form to ecfhelpdesk@mnd.uscourts.gov with a subject line of:
Attention: Special Permission – U.S. Government Attorney

- **IN ADDITION** to emailing this completed form to the ECF Helpdesk, the government attorney seeking special permission to practice MUST also apply for “Federal Attorney” admission to the District of Minnesota through his or her individual upgraded PACER account. For detailed step by step instructions, click [here](#). This last step only needs to be completed the first time a proposed admittee is admitted to the District of Minnesota.

For questions, please email the ECF Helpdesk at ecfhelpdesk@mnd.uscourts.gov or contact an Attorney Admissions Clerk at 651-848-1100.