



## UNITED STATES DISTRICT COURT DISTRICT OF MINNESOTA

Kate M. Fogarty, Clerk  
Andrew R. Pieper, Chief Deputy Clerk

**Warren E. Burger Federal  
Building and U.S. Courthouse**  
316 North Robert Street  
Room 100  
St. Paul, MN 55101

**Diana E. Murphy  
U.S. Courthouse**  
300 South Fourth Street  
Room 202  
Minneapolis, MN 55415

**Gerald W. Heaney Federal  
Building and U.S. Courthouse  
and Customhouse**  
515 West First Street  
Duluth, MN 55802

**Edward J. Devitt U.S.  
Courthouse and Federal  
Building**  
118 South Mill Street  
Fergus Falls, MN 56537

### **ADMISSION TO PRACTICE PROCEDURE**

This procedure is for attorneys looking to be fully admitted to practice in federal court in the District of Minnesota. To be admitted to this court, the attorney must also be admitted and in good standing with the State of Minnesota court.

#### **COMPLETING THE PAPERWORK**

The attorney must complete the [Petition](#) for Admission to Practice and provide two certificates from attorneys admitted and active with our court. This paperwork must be submitted at least 7 days prior to the ceremony date.

- To check a certifying attorney's status, use the [Attorney Status Report](#).
- The Petition has a section to write a preferred ceremony date—please see the [Attorney Admissions Schedule](#) on our site. For admission ceremonies in Duluth and Fergus Falls, please contact Magistrate Judge Brisbois' Chambers directly at 218-529-3520 to schedule an admission ceremony.

The two certificates are from attorneys admitted and in good standing with our court. The certificates need to answer the questions listed in [Local Rule 83.5\(c\)\(2\)\(B\)](#). There is not a template on our site for the certificates—you can create your own certificate format (i.e. affidavit, letter, etc.).

#### **SUBMITTING THE PAPERWORK**

Once the required paperwork explained above is gathered, you will need to submit it through the attorney's individual PACER account.

- If the attorney does not have an individual PACER account, click [here](#) for instructions on how to create one.

When confirmed the attorney has a PACER account, follow the steps in the [Petition for Admission to Practice Procedure](#) to submit the paperwork.

- Once the paperwork is submitted, a member of the Clerk's Office will email you the link to pay the admission fee (\$250), as well as ceremony information. **Please do not try to pay the admission fee before the link is sent.**

### **ADMISSION CEREMONY**

On the day of the admission 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 certificate on the attorney's behalf. 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).

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- A certificate of admission will be issued in the courtroom after the ceremony or mailed out shortly after.
  - Once admitted and the admission fee is paid, attorneys will be given full filing access in the District of Minnesota.
  - For any questions about the admission process, please contact an Attorney Admissions Clerk at 612-664-5155 (select option "1") or at [ecfhelpdesk@md.uscourts.gov](mailto:ecfhelpdesk@md.uscourts.gov).