

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI**

Process to become a member of the bar of the United States District Court, Western District of Missouri:

- You must be a member of the Missouri bar;
 - **Complete:**
 - Petition for Admission to Practice
 - 2 Certificates from 2 current members of WDMO bar in good-standing (with 5 years membership)
 - Attorney/Participant Registration Form for Case Management/Electronic Case Files system
- Remit \$183.00 (check made payable to Clerk, U.S. District Court)
 - Address: Attn: Jeri Russel
 U.S. Courthouse
 80 Lafayette Street
 Jefferson City, MO 65101
- After the Clerk's Office receives your Petition for Admission to Practice and 2 certificates; you will be notified of a date and time for a swearing-in ceremony.
- You must be accompanied at the swearing-in ceremony by an attorney who is moving for your admission.
- The accompanying attorney must be a member of this court, but does not have to be one of the attorneys who completed a certificate on your behalf.
- You will not be eligible to practice in this court until after you have been sworn in.
- If you are located closest to one of our divisional offices (Jefferson City or Springfield) your paperwork will be forwarded to the office of your request and you will be notified by the Clerk of that office of a date and a time to be sworn in.

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI

PETITION FOR ADMISSION TO PRACTICE

Name _____ MO Bar No. _____

Address _____ Soc. Sec. No. _____

_____ Home Phone No. _____

_____ Date of Birth _____

Place of Birth _____ , _____
City State

Admitted to practice law by the Supreme Court of the State of Missouri on _____
Attorney Type (check all that apply): Civil Criminal Bankruptcy

Complete one of the following

Regularly engaged in the practice of law at	Will serve as Law Clerk to
Firm Name _____	Judge's Name _____
Address _____	Address _____
Suite _____	Suite _____
City _____ State _____	City _____ State _____
Zip _____ Phone No. _____	City _____ State _____
Fax _____	Zip _____ Phone No. _____
Email _____	

I attest that I meet the qualification standards as set forth in
WDMO Local Rule 83.5(b).

Signature

Date

<p style="text-align: center;">Please forward application and remittance (\$183.00) to: Jeri Russel, Attorney Admissions U.S. Courthouse 80 Lafayette Street Jefferson City, MO 65101 Make remittance payable to: Clerk, U.S. District Court</p>	<p>For Office Use Only:</p> <p>Receipt # _____</p> <p>Date _____</p> <p>Sworn In:</p> <p>Certificate Mailed _____</p>
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Attorney Admission Certificate

I, _____, do hereby certify that I was admitted to the Bar of the United States District Court for the Western District of Missouri more than five (5) years ago and am now a member in good standing.

I have known _____, who is now applying for admission to this Bar, since _____, and to the best of my knowledge and belief she/he is :

(State what you know concerning petitioner's character, standing at the Bar, and association with or employment by any attorneys admitted to this Bar.)

I recommend that she/he be admitted to the Bar of the United States District Court for the Western District of Missouri.

Signature

Missouri Bar #

Address

Telephone #

Date

Attorney Admission Certificate

I, _____, do hereby certify that I was admitted to the Bar of the United States District Court for the Western District of Missouri more than five (5) years ago and am now a member in good standing.

I have known _____, who is now applying for admission to this Bar, since _____, and to the best of my knowledge and belief she/he is:

(State what you know concerning petitioner's character, standing at the Bar, and association with or employment by any attorneys admitted to this Bar.)

I recommend that she/he be admitted to the Bar of the United States District Court for the Western District of Missouri.

Signature

Missouri Bar #

Address

Telephone #

Date

United States District and Bankruptcy Courts
Western District of Missouri

Case Management/Electronic Case Files
Attorney/Participant Registration Form

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to receive electronic notice of documents filed in the Western District of Missouri CM/ECF system in those cases in which the registered user is a participant.

NOTE: This is a restricted Web site for official court business only. Unauthorized entry or use or any use that attempts to circumvent access controls or the **PACER** billing processes is prohibited and subject to prosecution under Title 18 of the U. S. Code. All activities and access attempts are logged and any prohibited actions may result in immediate withdrawal of access privileges, referral for prosecution and permanent suspension of filing and use privileges in any court of the Western District of Missouri.

The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar #: _____ State: _____

Firm/Company Name: _____

Firm/Company Address: _____

Firm/Company City, State and Zip: _____

Voice Phone Number: _____ FAX Number: _____

Internet E-Mail Address: _____

Court Registration: (You may select one or both)	<input type="checkbox"/> District <input type="checkbox"/> Bankruptcy	Admission Type:	<input type="checkbox"/> Regular Admission <input type="checkbox"/> Pro Hac Vice <input type="checkbox"/> Multi-District Litigation
			Case No. _____ Case No. _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Courts for the Western District of Missouri. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer running a standard platform such as Windows or Macintosh, an Internet provider using Point to Point Protocol (PPP), Internet Explorer 5.5 or higher or Mozilla Firefox 2.0, and Adobe Acrobat Writer software to convert documents from a word processor format to a portable document format (PDF).

3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
4. It is YOUR responsibility to keep your contact information current. If you relocate and/or change email addresses, it is imperative that those changes be made to your User Account.
5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents. The attorney/participant agrees that the CM/ECF-generated notice of electronic service will constitute service of the electronic filing on behalf of the client.
6. The undersigned attorney agrees to abide by the Court's most recent General Orders, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein, to include any updates or amendments.

Please return to **ONE** of the following District Court Offices:

U.S. District Court
1400 U.S. Courthouse
222 John Q. Hammons Parkway
Springfield, MO 65806

U.S. District Court
Charles Whittaker Courthouse
400 E. 9th Street
Kansas City, MO 64106

U.S. District Court
80 Lafayette Street
Jefferson City, MO 65101

If for Bankruptcy Court Only, please return to:

U.S. Bankruptcy Court
Western District of Missouri
Attn: Christi Revis, Case Administrator
400 East 9th Street, Room 1510
Kansas City Missouri 64106

Applicant Signature

Initial of First and Last Name/Last 4 Digits of SS#

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary

My Commission Expires