

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA**

FERNANDO GALINDO  
CLERK OF COURT

MARK S. DAVIS  
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE  
NORFOLK/NEWPORT NEWS DIVISIONS  
(Revised 12/01/2023)**

Applicants are required to take the Oath of Admission in open court before a U.S. District or Magistrate Judge. Admissions to practice are conducted in open court, Monday through Friday, according to the court's schedule. The requirements of Local Rule 83.1(C) must have been met and an application completed. The applicant must (1) arrange to have an attorney (the movant) previously admitted to the Eastern District accompany the applicant to the court proceeding to make an oral motion for the applicant's admission, (2) obtain the movant's available dates, and (3) call Mrs. Valerie Ward, at (757) 222-7213 to arrange an appointment for admission.

The application (all signatures must be original) must be filed with the Clerk's Office well in advance of the admission date but must be in the Clerk's Office no later than the business day preceding the scheduled admission. A current copy of the applicant's Virginia Bar card must be attached to the application. The \$199.00 admission fee is due at the time of admission. The Clerk is prohibited from accepting it in advance.

The applicant and movant should report to the courtroom at least 15 minutes before the scheduled time of the admission proceeding. After taking the oath, the applicant should take the application to the Clerk's Office and pay the required \$199.00 fee (payment made payable to Clerk, U.S. District Court). Additionally, an applicant may request a Certificate of Good Standing, for \$21.00. The certificate will qualify the applicant to practice before the U.S. District Court for the Western District of Virginia.

The Clerk's Office will prepare and mail a Certificate of Admission and the Certificate of Good Standing to the applicant a few days following the court proceeding.

Applicants desiring to be admitted via a Certificate of Good Standing from the Western District of Virginia should submit the certificate with a letter, to the Clerk's Office for filing.



**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
NORFOLK/NEWPORT NEWS DIVISION**

**APPLICATION TO QUALIFY AS AN ATTORNEY OF THE  
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA**

To: The Honorable Judges of the United States District Court for the Eastern District of Virginia

PERSONAL STATEMENT

FULL NAME (NO INITIALS PLEASE) \_\_\_\_\_  
Virginia State Bar Identification Number \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Firm Phone Number \_\_\_\_\_ Direct Dial Number \_\_\_\_\_  
FAX Number \_\_\_\_\_  
E-MAIL Address \_\_\_\_\_  
Office **Mailing** Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
I was born in (City, State, Country) \_\_\_\_\_  
My mother's maiden name is (was) \_\_\_\_\_  
I was naturalized at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date)  
I have been a practitioner since \_\_\_\_\_

I have not been reprimanded in any court nor has there been any action in any court pertaining to my conduct or fitness as a member of the bar. I am qualified to practice in the Supreme Court of Virginia.

I hereby certify that within ninety (90) days prior to the submission of this application I have read (a) The Federal Rules of Civil Procedure, (b) The Federal Rules of Criminal Procedure, (c) The Local Rules of this Court and (d) The Federal Rules of Evidence.

I understand the Court's policy concerning Electronic Case Filing (ECF) and certify that I will be registered for ECF within 90 days and will update my registration as directed.

\_\_\_\_\_  
(Applicant's Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

We, the undersigned, do certify that we are members of the bar of this Court, not related to the applicant; that we know the applicant personally, that the said applicant possesses all of the qualifications required for admission to the bar of this Court; that we have examined the applicant's personal statement. We affirm that his/her personal and professional character and standing are good.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name) (Virginia Bar Number)

\_\_\_\_\_  
(Typed or Printed Name) (Virginia Bar Number)

Are you interested in criminal appointments pursuant to the Criminal Justice Act? \_\_\_\_\_

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Western District of Virginia? Yes \_\_\_\_\_ No \_\_\_\_\_ (An additional \$21.00 fee required)

**OATH ON ADMISSION**

I do solemnly swear (or affirm) that I will demean myself as an attorney and counselor of this Court, uprightly and according to law; and that I will support the Constitution of the United States, so help me God.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Date:

Signature:

\_\_\_\_\_

Sworn and subscribed before me,

\_\_\_\_\_, Deputy Clerk    Date: \_\_\_\_\_

Admitted on motion of: \_\_\_\_\_

**A COPY OF YOUR VIRGINIA BAR CARD  
MUST BE ATTACHED TO THIS APPLICATION**