

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

**Application for Admission to the Bar of the United States
District Court for the District of Oregon**

(Name of applicant)

In accordance with LR 83-1, I am applying for admission to the Bar of the United States District Court for the District of Oregon. In support of this application, I certify that: 1) I am an active member in good standing with the Oregon State Bar; and 2) that I have read and am familiar with the Federal Rules of Evidence, the Federal Rules of Civil and Criminal Procedure, the Local Rules of this Court, and this Court's Statement of Professionalism.

1. BAR ADMISSIONS INFORMATION:

- (a) Date admitted to the Oregon State Bar and bar number (include date(s) of reinstatement to the bar, if applicable):

- (b) Other state bar admission(s), date(s) of admission, and bar number(s):

- (c) Other federal court admission(s) and date(s) of admission:

2. CERTIFICATION OF DISCIPLINARY ACTIONS *(select applicable box(es))*:

- I am not now, nor have I ever been subject to any disciplinary action by the Oregon State Bar or any other bar association of which I am a member.
- I am currently or have been subject to disciplinary action by the Oregon State Bar or any other bar association of which I am a member.
- I have been reinstated to the Oregon State Bar. (Attach a copy of the reinstatement application submitted pursuant to Title 8 of the Oregon State Bar's Rules of Procedure and a copy of the final reinstatement order.)

3. CM/ECF REGISTRATION:

I acknowledge that I will become a registered user of the Court's case management and electronic case filing system (CM/ECF) upon approval of this application, and I will receive electronic service pursuant to Fed. R. Civ. P. 5(b)(2)(E) and the Local Rules of the District of Oregon.

DATED: _____

(Signature)

**UNITED STATES DISTRICT COURT
DISTRICT OF OREGON**

Certification in Support of _____
(Name of applicant)

**Application for Admission to the Bar of
the United States District Court for the District of Oregon**

CERTIFICATE

In accordance with the requirements of LR 83-1, I certify that:

- (1) I am a member in good standing of the Oregon State Bar and the Bar of this Court;
- (2) I am personally acquainted with the applicant listed below; and
- (3) I know the applicant to be of good moral character and otherwise competent and eligible to be admitted to practice before the bar of the United States District Court for the District of Oregon.

(Applicant's Last Name)

(Applicant's First Name)

(Middle Initial/Suffix)

DATED: _____

(Sponsor's Signature)

Sponsor's name: _____

Firm name: _____

Firm address: _____

Telephone no.: _____

E-mail address: _____

OSB number: _____



**UNITED STATES DISTRICT COURT
DISTRICT OF OREGON**

STATEMENT OF PROFESSIONALISM

The following Statement of Professionalism¹ has been adopted by the United States District Court for the District of Oregon and applies to all attorneys admitted to practice before the bar of this Court.

INTRODUCTION

As members of the bar of the U.S. District Court for the District of Oregon, we belong to a profession devoted to serving both the interests of our clients and the public good. In our roles as officers of the Court, as counselors, and as advocates, we aspire to a professional standard of conduct. With adherence to a professional standard of conduct, we earn a reputation for honor, respect, and trustworthiness among our clients, in the legal community, and with the public.

PROFESSIONALISM

Professionalism includes integrity, courtesy, honesty, and willing compliance with the highest ethical standards. Professionalism goes beyond observing the legal professions ethical rules by sensitively and fairly serving the best interest of clients and the public. Professionalism fosters respect and trust among lawyers and between lawyers and the public, promotes the efficient resolution of disputes, simplifies transactions, and makes the practice of law more enjoyable and satisfying.

To further our commitment to conduct ourselves as professionals, we adopt the following general guidelines for our practice.

GENERAL GUIDELINES

- 1.1 As officers of the Court, we will promote the integrity, dignity, independent judgment, effectiveness, and efficiency of the legal system.
- 1.2 We will work professionally with all parties whose activities relate to our client's work.
- 1.3 We will conduct our practice in a courteous, fair, and respectful manner.
- 1.4 We will conduct our practice in a timely manner.

¹ This Statement of Professionalism has been abridged from the Statement of Professionalism adopted by the Oregon State Bar and approved by the Supreme Court of Oregon.

- 1.5 We will commit ourselves to developing and preserving the ideals of integrity, honesty, competence, fairness, and devotion to the public interest.
- 1.6 We will represent our clients zealously within the bounds of the law and the ethical standards approved by law of the U.S. District Court, District of Oregon, vigorously protecting the interests of our clients in a responsible manner.
- 1.7 In appropriate cases, we will advise our clients of the availability of mediation, arbitration, and other alternative methods of resolving disputes.
- 1.8 We will avoid all forms of discrimination. We will actively support all efforts to assure that all members of our society are afforded the protections and rights provided by law.
- 1.9 We will not knowingly misstate facts or law. We will not knowingly cause a person to form a mistaken conclusion of facts or law.
- 1.10 We will learn and follow practices and civilities that encourage respect, diligence, candor, punctuality, and trust.
- 1.11 We will avoid unjust and improper criticism and personal attacks on opponents, judges, and others and will refrain from asserting untenable positions.
- 1.12 We will not use delaying tactics.
- 1.13 We believe lawyers should solve problems, not create or exacerbate them.
- 1.14 We will be knowledgeable in the areas in which we practice, and when necessary will associate with or refer clients to counsel knowledgeable in other fields of practice.

NOTICE OF LOCAL RULE (LR) 83-6

Attorney admissions, discipline, and standards of professional conduct are addressed in LR 83. Please ensure that you are familiar with your obligations under this rule.

In particular, please note LR 83-6, which requires every attorney admitted to practice before the Court to notify the Clerk, Chief Judge, and the assigned judge in writing within fourteen days of: suspension, disbarment, taking inactive status, or a change in admissions status in another jurisdiction that would affect eligibility to practice before this Court; a felony conviction in a state or federal court; or resignation from the bar of any court while an investigation was pending into allegations of misconduct which would warrant suspension or disbarment.

As the Practice Tip to this rule states, it is in the attorney's interest to report a disciplinary event listed in LR 83-6 as soon as possible. If a period of reciprocal suspension is imposed under LR 83-6(b), early notification increases the likelihood that the period of reciprocal suspension may coincide with the suspension period imposed by the disciplining court or bar. For most attorneys, parallel suspension periods are less disruptive to professional obligations than serial or overlapping suspension periods.



UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

PRO BONO VOLUNTEER APPLICATION

Program Overview

The U.S. District Court appoints attorneys and law firms enrolled in the Pro Bono Program to represent pro se parties in civil cases who demonstrate financial need and the need for legal counsel. In assessing a pro se party's need for legal counsel, the Court may weigh, among other factors, the legal complexity of the issues, the apparent legal sophistication of the pro se party, and the importance of protecting the rights implicated by the claim.

The Court expects representation to be accepted if a conflict of interest does not exist and the pro se litigant has a factual and legal basis to prevail on any claim or defense. A list of mentors will be made available to volunteers appointed to cases outside of their typical practice area, and a Guide for Representing Prisoners will be provided to volunteers appointed in prisoner *pro se* cases on a case-by-case basis.

Types of Appointments

A judge may appoint pro bono counsel in civil actions for a specific purpose or for all purposes.

A Specific Purpose Appointment is when a judge appoints an attorney or law firm for the completion of a specific task. Common uses for this type of appointment include, but are not limited to:

- Drafting an amended complaint.
- Preparing for and/or appearing at a mediation, settlement conference, deposition, or trial.
- Responding to a motion to dismiss or a motion for summary judgment.

An All-Purpose Appointment is when a judge appoints an attorney or law firm to represent the litigant for the duration of the case.

Application

I am volunteering in the following capacity:

- As an individual attorney volunteer
- As the contact attorney for a volunteer firm¹
- As a mentor for individual attorney volunteers – no direct case assignments

Name: _____
Firm Name: _____
Address: _____

OSB #: _____
E-mail: _____
Phone: _____
Alt. phone: _____
Fax: _____

If volunteering as a mentor, please list the types of cases you will provide mentor services for, then proceed to the Acknowledgement of Terms.

¹ Contact attorneys are conditionally appointed to each case assigned to the firm. If representation is accepted, contact attorneys may reassign the case to another member of the firm by filing a Notice of Substitution of Counsel.

Conflicts

I/my firm has/have known conflicts² with cases involving:

- State Government
- Federal Government
- Municipal Government Entities
- Other (please list know conflicts below):

Annual Commitment

I/my firm will accept the following number of pro bono appointments per calendar year: _____

I/my firm can cannot accept multiple appointments at the same time.

Acknowledgement of Terms

I, _____, attorney at law and member in good standing of the bar of the United States District Court for the District of Oregon, have read and understand the U.S. District Court Pro Bono Program Procedures and wish to continue to be included in the list of attorneys and firms willing to accept representation of litigants the Court has deemed eligible to receive pro bono services. I understand that, according to the program procedures, I may be appointed to represent a pro se plaintiff or defendant, and that I may be appointed for a specific purpose or for all purposes.

By my signature below, I acknowledge that I accept the terms set forth above and commit to continue meaningfully participating in the U.S. District Court Pro Bono Program.

_____ Date: _____

Signature

Frequently Asked Questions

| Question | Answer |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How am I notified that I have been appointed to a case? | You will receive a CM/ECF Notice of Electronic Filing by e-mail. |
| How do I accept or decline a case? | File the Pro Bono Response Form included with the Order Appointing Pro Bono Counsel within fourteen days of receipt. |
| How do I receive copies of case filings for conflict checking? | You are conditionally added as counsel of record when an appointment order is entered, which gives you full access to filings in PACER. |
| How do I delegate an appointment to a colleague within my firm? | File the Pro Bono Response Form and a Notice of Substitution of Counsel. |
| How do I request a mentor? | E-mail your request to probono@ord.uscourts.gov . |
| Is reimbursement of out-of-pocket expenses available? | The Court provides reimbursement for some reasonable, out-of-pocket expenses from its Attorney Admission Fee Fund (the "Fund"), up to \$10,000.00 per case. See the Court’s website for details regarding allowable expenses, expenses needing prior approval, and to download the Motion for Reimbursement of Out-of-Pocket expenses template. |
| How are pro bono hours tracked? | Panel volunteers are required to report the hours spent on District Court appointments on an annual basis. |
| How can I find more information? | Visit www.ord.uscourts.gov , hover over “Attorneys”, and select “Pro Bono Service”. |

² Lack of subject matter expertise does not constitute a conflict. Please contact the Pro Bono Panel Administrator to request a mentor if you are appointed to a case outside of your practice area.