UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

APPLICATION FOR ATTORNEY ADMISSION AND CM/ECF REGISTRATION

- **Applicable Local Rules:** LR 83-1 to 83-5 sets forth the rules and requirements for admission to practice before the bar of the United States District Court for the District of Oregon.

- **CM/ECF Registration:** Concurrent with admission to the bar, attorneys will automatically be registered to access the court's Case Management/Electronic Case Files system (See ecf.ord.uscourts.gov). After admission, the Clerk's Office will send a confidential CM/ECF login and password to the attorney via e-mail.

- **Requirements for General Admission:** LR 83-2(a) requires that each applicant must: (1) be an active member in good standing of the Oregon State Bar and (2) submit a completed application for admission on the attached forms. The requisite forms are the Application for Attorney Admission and CM/ECF Registration and two sponsor Certificates. Payment of the admission fee, $200.00, must accompany the application for admission. Checks or money orders must be made payable to Clerk, U.S. District Court.

- **Reinstatement Following State Bar Disciplinary Action:** Attorneys who have applied for reinstatement to the Oregon State Bar (pursuant to Title 8 of the Oregon State Bar's Rules of Procedure) must also separately apply for reinstatement to the bar of this court after being reinstated by the Oregon Supreme Court. Applications for reinstatement before this court must be filed with the clerk using the same forms required by the Oregon State Bar, and the applicant must pay a $200.00 application fee.

- **Where to File an Application:** Applicants are required to personally attend an attorney admission ceremony in order to be admitted to practice before this Court. Monthly admission ceremonies are scheduled in Portland, Eugene, and Medford and may be scheduled in Pendleton. The application packet should be submitted to the office where the applicant wishes to attend the admission ceremony.

- **Scheduling Admission Ceremonies:** Once the application has been received and processed, a deputy clerk will notify the attorney of the date and time for the scheduled admission ceremony.

Portland or Pendleton	Eugene	Medford
U.S. District Court - Oregon **Attorney Admissions Clerk** Mark O. Hatfield U.S. Courthouse 1000 SW Third Avenue Suite 740 Portland, OR 97204-2902 (503) 326-8050	**U.S. District Court - Oregon** **Attorney Admissions Clerk** Wayne L. Morse U.S. Courthouse 405 East Eighth Avenue Room 2100 Eugene, OR 97401 (541) 431-4100	**U.S. District Court - Oregon** **Clerk's Office** James A. Redden U.S. Courthouse 310 W Sixth Street Room 227 Medford, OR 97501 (541) 608-8777

- **U.S. District Court Historical Society:** The U.S. District Court attorney admission fee includes a one-year membership in the U.S. District Court Historical Society. To complete enrollment in the Historical Society, submit the membership application form included in this packet. At the conclusion of the admission ceremony, the attorney may increase his or her initial annual membership in the U.S. District Court Historical Society to any of the categories listed on the membership application. For additional information or to contact the U.S. District Court Historical Society, visit www.usdchs.org.

- **Federal Bar Association – Oregon Chapter:** The Federal Bar Association is a national association with local chapters. The Oregon Chapter actively participates with the Court to improve the quality of federal litigation in the District and Bankruptcy Courts in Oregon. Admission to the Federal Bar Association is open to all attorneys admitted to practice before this court. The Oregon Chapter has monthly lunch meetings from September through May of each year, usually on the third Thursday of the month. Luncheon speakers include federal district, magistrate, and bankruptcy judges and other speakers of interest to members.

  The Oregon Chapter—in conjunction with Lewis & Clark Northwestern School of Law—regularly holds CLE Federal Practice and Procedure seminars for both young lawyers and experienced practitioners. Judges of the federal courts participate as speakers in these CLE activities.

  The Federal Bar Association publishes a Federal Court Practice Handbook. This handbook contains each judge's unique views and preferences on every aspect of procedure, from Rule 16 discovery planning conferences to the verdict form. This handbook will prove an invaluable resource for every lawyer who appears before our federal bench. The Handbook includes a three-ring binder organized by judge and a searchable CD-ROM. It can be ordered from the Oregon Chapter of the Federal Bar Association at <oregonfba.org/content/federal-court-practice-handbook>. The cost is $115 for FBA members, $150 for non-members, and $75 for non-profit/public sector attorneys. For further information about the FBA or for a membership application form, please visit the FBA website at <www.fedbar.org/>.

- **Pro Bono Representation Panel:** In 1989, the United States District Court for the District of Oregon established a Pro Bono Representation Panel of volunteer attorneys. The purpose of this panel is to represent pro se litigants in the prosecution of their civil actions before the Court. Panel usage is supervised by the District's Pro Bono Panel Administrator.

  Upon the filing of an order appointing pro bono counsel, the court will ask an attorney on the panel to investigate the plaintiff's case and accept representation if there is a meritorious claim. Funds are available for reimbursement of expenses incurred prior to a decision to accept or decline representation. Should an attorney accept representation and prevail, attorneys fees may be claimed as provided by law.

  The court actively seeks qualified attorneys to join the panel, and we ask you to consider volunteering your services to this important effort. Please complete the application form included in this packet and return it to the Clerk's Office, U.S. District Court, Attention: Pro Bono Panel Administrator, at any of our divisional offices.

- **EEOC Attorney Referral Program:** The Equal Employment Opportunity Commission (EEOC) is seeking new attorneys to join their EEOC Lawyer Referral panel. Applications may be obtained from the Seattle District Office of the EEOC at (206) 220-6883.

- **U.S. District Court Website:** The U.S. District Court website, <ord.uscourts.gov>, contains online access to current local rules, court notices, fee schedules, forms, and contact information. For additional Case Management/Electronic Case Filing information (CM/ECF), see: <ord.uscourts.gov/e-filing/cm-ecf-and-pacer>.

- **Attorney Admission Fund:** By general order of the Court, attorneys applying for admission pursuant to LR 83 pay a specified amount in excess of the basic fee set by the Judicial Conference. This excess amount will be deposited to the District's Attorney Admission Fund. Monies held in the Attorney Admission Fund are to be used for the benefit of the bench and bar. Examples include sponsoring courtroom technology training and certification for trial lawyers and other continuing legal education programs.

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

In the Matter of the Application of

_____
(*full name of applicant*)

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

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Application for Attorney Admission and CM/ECF Registration

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 I am an active member in good standing with the Oregon State Bar and 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) PERSONAL DATA:

Name: _____
(Last Name) *(First Name)* *(MI)* *(Suffix)*

Firm Name or Business Affiliation: _____

_____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Business E-mail Address: _____

(2) EDUCATION

(1) Undergraduate School: _____ Year Graduated: _____

(2) Graduate School: _____ Year Graduated: _____

(3) Law School: _____ Year Graduated: _____

(3) BAR ADMISSIONS INFORMATION:

(a) Date admitted to the Oregon State Bar and bar ID number:

_____

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

_____

_____

_____

(c) Other federal court admission(s), date(s) of admission, and bar ID number(s):

_____

_____

_____

(4) CERTIFICATION OF DISCIPLINARY ACTIONS:

(a) ☐ I am not now, nor have I ever been subject to any disciplinary action by the Oregon State Bar or any other state bar in which I am a member.

(b) ☐ I am currently or have been subject to disciplinary action, and I have applied for reinstatement 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.)

(5) CM/ECF REGISTRATION:

Concurrent with approval of this application, I acknowledge that I will become a registered user of the Court's Case Management/Electronic Case Files system, see <ord.uscourts.gov/e-filing/cm-ecf-and-pacer>, and I consent to electronic service pursuant to Fed. R. Civ. P 5(b)(2)(D) and the Local Rules of the District of Oregon.

DATED this _____ day of _____, _____

_____

(Signature)

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

Certification in Support of _____

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 this _____ day of _____, _____

_____
(Signature)

Sponsor's Name: _____

Firm Name: _____

Firm Address: _____

_____

Telephone No.: _____

E-Mail Address: _____

OSB ID Number: _____

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

Certification in Support of _____

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:

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_____	_____	_____
(Applicant's Last Name)	*(Applicant's First Name)*	*(Middle Initial/Suffix)*

DATED this _____ day of _____, _____

_____
(Signature)

Sponsor's Name: _____

Firm Name: _____

Firm Address: _____

_____

Telephone No.: _____

E-Mail Address: _____

OSB ID Number: _____

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

STATEMENT OF PROFESSIONALISM
NOTICE OF LOCAL RULE 83-6

STATEMENT OF PROFESSIONALISM

The following Statement of Professionalism[1] 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 profession's 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.

1.5 We will commit ourselves to developing and preserving the ideals of integrity, honesty, competence, fairness, and devotion to the public interest.

[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.

1.6 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, 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
HISTORICAL SOCIETY

MEMBERSHIP APPLICATION/DUES RENEWAL

Enclosed is my application and/or annual membership dues to join the United States District Court Historical Society (***Please check level of membership desired***):

☐ First Year Membership - Newly Admitted to US District Court ..... FREE

☐ General $50

☐ Sustaining $75

☐ Sponsor $150

☐ Lifetime $1,000

☐ Judicial Law Clerk $15

☐ Student $15

☐ Admitted to U.S. District Court for more than 1 year and less than 4 years $25

Please mail your check and this document to:

U.S. District Court of Oregon Historical Society
c/o Kathryn Roberts, Treasurer
U.S. Courthouse
1000 S.W. Third Ave., Room 1127
Portland, Oregon 97204

NAME: _____
(Last name) *(First Name)* *(Middle Initial)* *(Mr./Mrs./Ms.)*

E-MAIL: _____

FIRM: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

WORK PHONE: _____ **CELL/HOME PHONE:** _____

FACSIMILE NO: _____

If you would like to purchase a membership for another person as a gift, please complete this form on behalf of the gift recipient and submit this application with applicable payment due as noted above. For additional information, visit <www.usdchs.org>.

UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

APPLICATION TO PARTICIPATE IN THE U.S. DISTRICT COURT PRO BONO PROGRAM

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 have my name added to the list of attorneys 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 limited purpose, for all purposes, or for other purposes.

Contact Information

Name: _____

Address: _____

_____

_____

Firm Name: _____

OSB #: _____

Telephone No.: _____

Fax No.: _____

Practice Areas

Please select the practice areas for which you have subject matter expertise:

- ☐ Employment discrimination – Employer
- ☐ Employment discrimination – Employee
- ☐ Social Security disability
- ☐ Real property disputes
- ☐ Personal Injury
- ☐ Insurance defense
- ☐ Prisoner Civil Rights
- ☐ Corporate Litigation
- ☐ Other (please list below)

Conflicts of Interest

Does your practice include representation of state, county, or municipal government entities: ☐ Yes ☐ No

Apart from government conflicts, please list any other major client conflicts in here:

Case Assignment

How many pro bono cases are you willing to take in a given year? _____

Apart from the conflicts above, are there any types of cases that you do not want to be assigned to? If so, please list them here:

Application Certification

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

_____

Signature