

**UNITED STATES DISTRICT COURT
WESTERN AND EASTERN DISTRICTS OF MISSOURI**

**NOTICE OF DISTRICT COURT BAR ENROLLMENT CEREMONY
AT JEFFERSON CITY ON OCTOBER 6, 2014**

The United States District Courts for the Western and Eastern Districts of Missouri will conduct an enrollment ceremony for admission to practice in the District Court, following traditional Missouri Bar enrollment ceremonies in Jefferson City on Monday, October 6, 2014.

Those applicants who anticipate practicing in either U. S. District Court should plan to attend the enrollment ceremony.

The following information is designed to provide guidance to the applicants for admission to the United States District Court.

TIME AND PLACE

The ceremonies are scheduled to convene at 10:30am and 12:30pm in the 3rd Floor House Chambers. Guests can be seated in the 4th Floor Gallery.

REGISTRATION

Registration for the U. S. District Court enrollment ceremony will be conducted in conjunction with the Supreme Court registration on the 1st Floor of the State Capitol Building, on October 6, 2014, beginning at 7:45 a.m. Registration tables for both the Eastern District and the Western District will be located on the 1st Floor.

SEATING ARRANGEMENTS

Registered applicants for admission to the U. S. District Court will be seated in the 3rd Floor House Chambers beginning at 10:15am for the first ceremony and 12:15pm for the second ceremony. **Please note - Seating for spectators and family members will be in the 4th Floor House Gallery.**

THE CEREMONY

The enrollment ceremony will begin with the opening of Court. The roll of applicants will be called and the oath of admission to practice in the U. S. District Court will be administered. After remarks from the Presiding Judge, the ceremony will conclude with the closing of court.

You must be sworn in to the State Court BEFORE attending the Federal Court ceremony.

PROCEDURES FOR THE WESTERN DISTRICT

SIGNING OF ROLL OF ATTORNEYS

All applicants must sign the U. S. District Court Roll of Attorneys that will be available on the 1st floor of the Capitol at the time of registration.

Each applicant will receive written instructions on how to complete the admission process and how to pay the \$190 admission fee.

PLEASE NOTE - you do not become a practicing member of the Western District until you return the completed forms and pay the required fee.

An admission certificate will be mailed approximately 4-6 weeks after receipt of the completed forms and registration fee.

If you need further assistance, please contact Jeri Russel at (573) 636-4015 or via e-mail at jeri.russel@mow.uscourts.gov.

Ann Thompson, Court Executive
United States District Court for
the Western District of Missouri
400 East 9th Street, Room 1510
Kansas City, Missouri 64106

PROCEDURES FOR THE EASTERN DISTRICT

Each applicant should go to the Court's website (moed.uscourts.gov), click on the following links, *Attorney, Applications, Admission to Eastern District of Missouri Bar (Only for Attorneys Sworn in Jefferson City)* and follow the instructions. This link will be available October 6, 2014.

PLEASE NOTE - You take the oath of admission in Jefferson City, but a judge of the court must enter an order granting your admission. After receiving your application, the packet will be reviewed by the court and a determination letter will be emailed to you. The admission fee is \$226.00.

If you have any further questions, please contact Lori Rife at (314) 244-7914 or attorney_admissions@moed.uscourts.gov.

Gregory J. Linhares, Clerk
United States District Court
Eastern District of Missouri
111 South Tenth Street, Suite 3.300
St. Louis, Missouri 63102