

## **Admission to the United States District Courts For the Eastern and Western Districts of Missouri**

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### **Applicants Who Passed The Missouri Bar Exam Taken In July 2023**

Congratulations on your admission to practice law in the State of Missouri. The United States District Courts for the Eastern and Western Districts of Missouri will conduct an enrollment ceremony for admission to practice in the District Court(s), following the traditional Missouri Bar enrollment ceremony.

Each of these districts maintain bar memberships independent of each other. It is not necessary to seek membership in both districts in order to participate in this oath; you will simply take the oath once and then decide whether to apply to one or both districts. This is your opportunity to be sworn into the District Court(s) with fewer admission requirements than if you wait to be sworn in at a later time.

READ INSTRUCTIONS CAREFULLY

#### **IN-PERSON CEREMONY-September 29, 2023**

- **Two ceremonies, convening at 11:00 am and 12:40 pm, will be held in the 3<sup>rd</sup> Floor House Chambers of the Missouri State Capitol Building (across from the Missouri Supreme Court Building, High Street).**
- **Registration will be conducted in conjunction with the Missouri Supreme Court registration. Please register at the Federal Court table if you wish to participate in the Eastern and Western District Courts ceremony. The Federal Court table will be located near the Missouri Bar registration tables.**
- **At registration, participants will receive a color-coded card for their assigned ceremony time. You will need this card to gain admittance to the ceremony.**
- **You must be sworn in by the Missouri Bar **BEFORE** attending the Federal Court ceremony.**
- **Registered attorneys will be seated in the 3<sup>rd</sup> Floor House Chambers beginning at 10:45 am for the first ceremony and 12:25 pm for the second ceremony.**
- **Family and friends may be seated in the 4<sup>th</sup> Floor Gallery only.**
- **Photographs are allowed inside the Missouri State Capitol Building.**

#### **PROCEDURES TO COMPLETE THE ADMISSIONS PROCESS**

Steps to be completed **AFTER** the oath ceremony **OR** if you did not attend the in-person oath ceremony:

- **If you do not have a PACER account, register for one at [www.pacer.gov](http://www.pacer.gov)**
- **Request Attorney Admission and E-File Registration in PACER using the instructions found on each Court's website. You are required to provide your Missouri Bar Number where indicated.**
  - **Western District: Visit the Court's Attorney Admissions page at: <https://www.mow.uscourts.gov/attorney/attorney-admissions>**
  - **Eastern District: Visit the Court's Attorney Application page at: <https://www.moed.uscourts.gov/attorneys/application-admission>**
- **An email will be sent with a link to pay the application fee once your admission packet has been processed.**

REMINDER: You are NOT a member of the Eastern or Western District Bar until your application has been completely processed, inclusive of paying the online fee. Your presence at the official ceremony is only one step of the process.