

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

IN RE: \_\_\_\_\_

PETITION FOR ADMISSION TO PRACTICE

TO THE HONORABLE, THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA

The petition of \_\_\_\_\_ with respect represents that:

I.

Petitioner resides at \_\_\_\_\_, in the City of \_\_\_\_\_, Parish of \_\_\_\_\_, State of Louisiana.

II.

Petitioner's office address is \_\_\_\_\_, in the City of \_\_\_\_\_, Parish of \_\_\_\_\_, State of Louisiana.

III.

Petitioner's general education consists of elementary and secondary school education and \_\_\_\_\_.

IV.

Petitioner's legal education consists of \_\_\_\_\_.

V.

Petitioner was admitted to practice before the Supreme Court and all of the inferior courts of Louisiana on \_\_\_\_\_. Other courts before which petitioner has been admitted to practice, together with the dates of admission are: \_\_\_\_\_.

VI.

Petitioner is qualified to practice before this Court, is of good moral character, and is not subject to any pending disbarment or professional discipline procedure in any other court. (If the applicant has been convicted of a felony or has previously been subject to any disciplinary proceedings, full information about the conviction or about the disciplinary proceedings, including the charges and the result will be given.)

VII.

As required by Local Rule LR83.2.2, petitioner annexes hereto the certificates of two qualified persons as to petitioner's character.

VIII.

As required by the Administrative Procedures for Electronic Filing, petitioner annexes hereto a registration form for the court's electronic case filing system.

WHEREFORE, the petitioner pray that he/she may be duly admitted to practice before this Honorable Court.

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Signature

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Name Typed

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Address

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City/State/Zip Code

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Telephone

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Louisiana Bar Number

CERTIFICATE

I, \_\_\_\_\_, a member in good standing of the Bar of this court, do hereby certify that I have known \_\_\_\_\_, the petitioner herein, for more than ..... years (here specify in what way: personally, professionally, through business contacts, etc.): \_\_\_\_\_, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

\_\_\_\_\_  
Signature

CERTIFICATE

I, \_\_\_\_\_, a member in good standing of the Bar of this court, do hereby certify that I have known \_\_\_\_\_, the petitioner herein, for more than \_\_\_\_\_ years (here specify in what way: personally, professionally, through business contacts, etc.): \_\_\_\_\_, and know him/her to be a person of good moral character. I recommend him/her to the court for admission to its Bar.

\_\_\_\_\_  
Signature

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

ATTORNEY REGISTRATION STATEMENT

Pursuant to Local Rule 83.2.2 of the United States District Court for the Eastern District of Louisiana

TITLE Mr. .... Mrs..... Miss ..... Ms. .... LA Bar No. ....

NAME \_\_\_\_\_  
(Last) (First) (Middle)

FIRM NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

RESIDENCE ADDRESS \_\_\_\_\_

BUSINESS TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

List below the Bars of all states, territories, districts, commonwealths or possessions or other courts of the United States to which you are admitted to and the dates of such admissions:

<u>Bars</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ Date \_\_\_\_\_ Signature

NOTE: A Supplemental statement of any changes in the foregoing information shall be filed within 35 days of such change. Rev 4/11

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA

**NOTICE OF PACER ACCOUNT REQUIREMENT  
FOR E-FILING PRIVILEGES**

Attorneys must have an individual PACER account and must request e-filing privileges through PACER in conjunction with requesting admission to EDLA.

**For attorneys who do not have a PACER account:**

If you do not have an individual PACER account, go to [www.pacer.gov](http://www.pacer.gov), click "Manage My Account," and click "Need an Account?" Follow the steps to register for a PACER account.

**To request e-filing privileges for the Eastern District of Louisiana:**

Go to [www.pacer.gov](http://www.pacer.gov)

Go to Manage My Account

Go to the Maintenance tab

Click Attorney Admissions/E-File Registration link

Under Court Type, choose U.S. District Courts; under Court, choose Louisiana Eastern District Court

Click Next

Click E-File Registration Only

Follow the steps to request e-file privileges.

Click Submit

Your request will be forwarded to the court.

Your request will be processed when your admission to the Eastern District of Louisiana is complete. Once admitted - you will receive an email when your E-File Registration request has been processed. To check the status of your request, log in to Manage My Account and select E-File Registration/Maintenance History from the Maintenance Tab.

**United States District Court  
Eastern District of Louisiana  
ELECTRONIC CASE FILING SYSTEM  
Consent to Electronic Filing**

**E-File Privileges**  
**must be requested through PACER:**  
[www.pacer.gov](http://www.pacer.gov)

This form shall be used to consent to electronic filing in the Eastern District of Louisiana's Electronic Case Filing System (ECF). Registered attorneys will have privileges to submit documents electronically and to view and retrieve electronic docket sheets and documents accessible to the public for cases in the ECF System. If you are seeking admission to the bar of this Court, attach this form to your petition for admission to practice. If you are already admitted to practice, this form should be emailed to [ECF\\_Registration@laed.uscourts.gov](mailto:ECF_Registration@laed.uscourts.gov). The following information is required for electronic filing.

**Please Type**

First/Middle/Last Name: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(Attorney's email for electronic service)

Additional E-Mail Address: \_\_\_\_\_  
(Secretary, central repository, etc.)

Is this regarding a Petition for Admission to practice in the Eastern District of Louisiana?

Yes \_\_\_ No \_\_\_ Date of Filing of Petition for Admission \_\_\_\_\_

Is this regarding Pro Hac Vice Admission? Yes \_\_\_ No \_\_\_ Case number \_\_\_\_\_

Is this regarding a MDL case? Yes \_\_\_ No \_\_\_ MDL case number or name \_\_\_\_\_

Are you a federal government attorney? Yes \_\_\_ No \_\_\_ Office where employed:

\_\_\_\_\_

- Electronic case filing by attorneys is mandatory in the USDC for the Eastern District of Louisiana for all attorneys and attorneys must file all documents using the CM/ECF System, unless the attorney has filed a motion for an exemption, and the Chief Judge has granted an exemption for good cause shown. See EDLA Local Rule 5.1, EDLA Administrative Procedures for Electronic Case Filings and Unique Procedures for Electronic Case Filings, Rules 1 and 2.
- Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court, Eastern District of Louisiana, pursuant to Civil Local Rule 83.2.2 or be admitted for a particular case (pro hac vice) pursuant to Civil Local Rule 83.2.5. If allowed in the MDL case management order, attorneys may register for electronic case filing in MDL cases without being admitted to practice in this Court or admitted pro hac vice.
- By signing this consent to electronic filing, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the Electronic Filing System. The undersigned also consents to receive notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's Electronic Filing System and consents to receive service from other Filing Users by the Notice of Electronic Filing generated by the Court's Electronic Filing System. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised.
- The undersigned agrees to keep informed of the current electronic filing procedures and any updated procedures posted on the court's website at <http://www.laed.uscourts.gov/case-information/procedures-and-practices-e-filing>.
- The undersigned certifies that he/she has an individual PACER account for filing and viewing documents in the system, appropriate computer hardware, internet access, and software, necessary for ECF filing, including hardware/software that will convert documents created into Portable Document Format (PDF) as required by the Court.
- The undersigned acknowledges that it is his/her responsibility to understand how to file electronically via the CM/ECF system. If necessary, the undersigned will obtain CM/ECF training via the court's online tutorial at <http://www.laed.uscourts.gov/cmecf/ecf.htm>.
- The undersigned agrees and acknowledges that pursuant to Local Rule 83.2.7, everyone who appears in court in proper person and every attorney permitted to practice in this court must be familiar with the Local Rules. Willful failure to comply with the rules, or a false certificate of compliance is cause for disciplinary action.

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Date

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Attorney Signature

[Rev.11/2019]

## INSTRUCTIONS REGARDING OPTIONAL FORM ORDER

The following attachment is an optional form order admitting to the Bar an attorney who personally appeared before a District or Magistrate Judge seeking admission. This optional form is for use at the specific request of the District or Magistrate Judge.

In accordance with Rule 83.2.2 of the Local Civil Rules of the United States District Court for the Eastern District of Louisiana, the Court's admission procedure is indicated on the Court's website, [www.laed.uscourts.gov](http://www.laed.uscourts.gov), and appears under Attorney Information/Admissions.



**ORDER**

Considering the request of petitioner for admission to the bar of this Court,  
**IT IS ORDERED** that the petition be **GRANTED** and that petitioner be admitted to practice before  
this Court.

New Orleans, LA, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**United States District Judge/Magistrate Judge**