

United States District Court
Middle District of Tennessee
Office of the Clerk
801 Broadway
Room 800
Nashville, TN 37203

Keith Throckmorton
Clerk

(615) 736-5498

INSTRUCTIONS FOR ADMISSION TO PRACTICE IN THE
UNITED STATES DISTRICT COURT FOR THE
MIDDLE DISTRICT OF TENNESSEE

Attached is an application to practice before the United States District Court for the Middle District of Tennessee.

Before you can be admitted to practice in this District Court, you must complete this application and submit it to the Clerk's Office for approval. Make certain that the two attorneys who sign the application on your behalf are admitted to practice before this Court. State bar information provided on the application form will be verified by the Clerk's Office.

After you have submitted your application to the Clerk's Office, we will promptly determine if your application may be approved pursuant to Rule 83.01(c)(2) of the Local Rules of this Court. If we approve your application, you will receive a letter of approval. **You must be admitted to practice within six (6) months from the date your application is approved.**

After you receive a letter of approval, please call Robbie Dail at (615) 736-5498, ext. 3223, to arrange a time and date for your introduction before the Court.

Before you may be admitted and after your application has been approved, an attorney who is admitted to practice before this Court must accompany you and introduce you in open Court. This attorney does not need to be one of the attorneys who signed your application for admission. Normally the introductions are handled as preliminary matters any day at 9:00 a.m. or 1:00 p.m., but you must call the Clerk's Office prior to scheduling a time for your introduction to make certain that a judge will be available to grant your motion for admission.

On your day scheduled admission date, please report to the Clerk's Office at least fifteen minutes prior to the time you are to be admitted.

After the judge admits you to practice, you must return to the Clerk's Office to pay the \$200.00 admission fee, sign the Bar book, and receive your certificate to practice.

You must follow all the steps outlined above to be a member of the Bar of this Court. If you have any questions regarding these procedures, please call Robbie Dail at (615) 736-5498, ext. 3223.

APPLICATION FOR ADMISSION TO PRACTICE IN THE
UNITED STATES DISTRICT COURT FOR THE
MIDDLE DISTRICT OF TENNESSEE

I hereby make application for admission to practice in the United States District Court for the Middle District of Tennessee and state that I am now a member in good standing of the Bar of the State of Tennessee and further represent that the statements made hereinafter are true. Below are signatures of two members in good standing of the Bar of this Court who recommend my admission.

I. Applicant's Name: _____
Last, First, Middle Initial, Suffix/Generation

II. Office Name & Address: _____
Firm or Agency Name

Phone Number: _____
Fax Number: _____
E-Mail Address: _____

III. Law School: _____

IV. Date Admitted to Tennessee Supreme Court: _____

V. Tennessee Bar Identification Number: _____

VI. Additional Courts to Which I Have Been Admitted to Practice & Dates: _____

Signature of Applicant

We are members in good standing of the Bar of this Court and hereby recommend the admission of the above-named applicant to the Bar of this Court.

1. _____; _____
Member's Name Date of Admission Member's Signature

2. _____; _____
Member's Name Date of Admission Member's Signature

↓ DO NOT WRITE BELOW THIS LINE ↓

Approval Letter sent to Applicant on: _____

State Bar Information Verified by: _____ Admitted before Judge: _____

Introduced by: _____ Date of Admission: _____