

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 admission, you must complete the application and mail it or hand-deliver it to the Clerk's Office for approval. Both attorneys who sign the application on your behalf must be admitted to practice before this Court. The state bar information provided on the application form will be verified by the Clerk's Office.

After submission of 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 an email of approval. You must be admitted to practice within six (6) months from the date your application is 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.

On your scheduled admission date, please report to the Clerk's Office at least fifteen minutes prior to the time you are to be admitted in order to check in, pay your \$226.00 admission fee, and be advised of the courtroom for the admission hearing. After you are admitted, you must return to the Clerk's Office with your application to 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 the Clerk's Office at (615) 736-5498.

