

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

Lynda Hill, 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 hand-deliver or mail it to the **Clerk's Office, 801 Broadway, Room 800, Nashville, TN 37203**, 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. If not a member of the Tennessee Bar, please provide a certificate of good standing before a U.S. District Court or Appellate Court.

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 of the Local Rules of this Court. If we approve your application, you will receive an e-mail 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 \$238.00 admission fee, and be advised of the courtroom location 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 also apply for your CM/ECF login and password after admission.

You must follow all of the steps outline 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.

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, other U.S. state or territory, or District of Columbia and further represent that the statements made hereinafter are true. I acknowledge an on-going obligation to immediately advise the Court of any matter that could make this application false or misleading, even after my admission to the Court. Below are signatures of two members in good standing of the Bar of this Court who recommend my admission.

1. Applicant's Full Name: \_\_\_\_\_

2. Firm or Agency Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Please enter phone numbers without parenthesis, dashes or spaces.*

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

3. Law School: \_\_\_\_\_

4. Bar member of:  5. Date admitted: \_\_\_\_\_ 6. Bar ID Number: \_\_\_\_\_

7. Bar member of the following federal court: \_\_\_\_\_

*If not a member of the Tennessee Bar, please attach a certificate of good standing from a U.S. District or Appellate Court.*

8. Have you ever been denied admission, disbarred, suspended, reprimanded, censured, or disciplined by a federal or state court of record, other judicial or quasi-judicial tribunal, or a board of disciplinary responsibility or similar body?  Yes  No

9. Is there any charge pending against you, or have you been convicted in a state or federal court of a crime punishable by imprisonment for more than one year?  Yes  No

If yes to questions 8 or 9, state the disciplinary body, the date, and the nature of the action: (use additional paper if needed)

Is this application for readmission to this Court?

\_\_\_\_\_  
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 USDC Admission \_\_\_\_\_ Member's Signature \_\_\_\_\_

2. \_\_\_\_\_  
Member's Name \_\_\_\_\_ Date of USDC Admission \_\_\_\_\_ Member's Signature \_\_\_\_\_

CLERK'S OFFICE USE ONLY: Date of Admission: \_\_\_\_\_  
State Bar Information Verified by: \_\_\_\_\_ and Approval Notification sent on: \_\_\_\_\_  
Admitted before Judge: \_\_\_\_\_ Introduced by: \_\_\_\_\_

*Please mail completed application to: US District Court, 801 Broadway, Room 800, Nashville, TN 37203.*