



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

Attached is an application to practice before the United States District Court for the Middle District of Tennessee. Please carefully follow the following instructions:

1. Complete all fields in the application.
2. The state bar information provided will be verified. If you are not a member of the Tennessee Bar, please attach a certificate of good standing from a U.S. District Court or U.S. Appellate Court. **State bar certificates of good standing do not meet this requirement.**
3. The two attorneys who recommend you for admission must be admitted to practice before this Court and must sign the application.
4. All applicants must register using an individual, upgraded PACER account. Applications cannot be submitted using a legacy or shared PACER account. For additional instructions:
5. You may also hand-deliver or mail the completed application, along with the required **application fee of \$249.00**, to **Clerk's Office, 719 Church Street, Suite 1300, Nashville, TN 37203**.
6. Upon receipt of your application, the Clerk's Office will determine whether your application complies with Local Rule of Court 83.01.
7. If your application is approved, you will receive an e-mail confirming approval along with additional instructions regarding the date, time, and location of the admission ceremony where you will be sworn in by a District Judge. You must be admitted to practice within six (6) months from the date your application is approved.
8. An attorney who is admitted to practice before this Court **MUST** accompany you to the admission ceremony to introduce you in open Court. This attorney is not required to be one of the two attorneys who signed your application for admission.
9. On the day of your scheduled admission ceremony, please report directly to the assigned courtroom at least fifteen minutes prior to the designated start time.
10. After admission, you must go to the Clerk's Office to sign the Court's Bar book and receive your certificate to practice. Please bring your application for admission with you.
11. After admission, you must register online to receive CM/ECF login credentials. The registration page can be found on the Court's website at: <https://www.tnmd.uscourts.gov/content/register-cmecf-account>

If you have any questions regarding these instructions, 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, 719 Church St., Suite 1300, Nashville, TN 37203.