

## FREQUENTLY ASKED QUESTIONS

### about Attorney Admissions

*(updated December 2016)*

#### 1. When do I need to be admitted to the 9th Circuit bar?

Any attorney who causes a case to be docketed in this Court or who enters an appearance in this Court (including counsel for amicus parties), and who is not already admitted to the Bar of the Court, shall simultaneously apply for admission. See 9th Circuit Rule 46-1.2. Registration for CM/ECF is not the same as bar admission.

#### 2. How can I be admitted to practice in the 9th Circuit?

First, fill in the application form at:

[http://www.ca9.uscourts.gov/datastore/uploads/forms/Atty\\_Application\\_and\\_Oath.pdf](http://www.ca9.uscourts.gov/datastore/uploads/forms/Atty_Application_and_Oath.pdf) and print the form to PDF.

Then, log into CM/ECF and click on **Utilities > Bar Admission**. Upload the PDF file of your application form and pay the \$230.00 fee with a credit card. Step-by-step instructions are in the CM/ECF User Guide at <http://www.ca9.uscourts.gov/datastore/uploads/cmecf/ecf-user-guide.pdf>.

If you are exempt from using CM/ECF, send an email to **AttorneyAdmission@ca9.uscourts.gov** for instructions on how to apply.

#### 3. How can I find out if I am admitted to the 9th Circuit bar?

Log into CM/ECF and click on **Utilities > Bar Admission**. If you are exempt from using CM/ECF, send an email to **AttorneyAdmission@ca9.uscourts.gov**, or call the Clerk's office at (415) 355-7800.

#### 4. How long does it take to be admitted to the 9th Circuit bar?

You are deemed admitted the day we receive your completed application and remittance. The Court will send you a Certificate of Admission within 4 weeks.

**5. Does the 9th Circuit require bar renewal?**

No, once you are admitted to the 9th Circuit bar, you are admitted for life.

**6. If I am a federal government attorney, do I need to apply for admission to the 9th Circuit?**

Yes, you need to apply for admission. Your admission fee will be waived for the duration of your federal government employment, and you will not receive a certificate of admission.

**7. If I go into private practice after practicing as a federal government attorney, do I need to re-apply for admission?**

You do not have to re-apply for admission, but you must pay the \$230.00 admission fee. Pay the fee by logging in to CM/ECF and clicking on **Utilities > Bar Admission**. Step-by-step instructions are in the CM/ECF User Guide at <http://www.ca9.uscourts.gov/datastore/uploads/cmecf/ecf-user-guide.pdf>. Note that you will have to attach a PDF when you follow the steps to pay the fee. After you have paid the fee, you will receive a Certificate of Admission.

**8. If I do not have a sponsor, can I request one from the Court?**

Yes. Please complete the form, and the Clerk will sponsor you if we are able to verify your bar admission information.

**9. If I have been disbarred or suspended, how do I get reinstated?**

An attorney who was previously disbarred or suspended may file a petition for reinstatement with the Clerk. See 9th Circuit Rule 46-2(h).

**10. How can I obtain a Certificate of Good Standing?**

Log into CM/ECF and click on **Utilities > Pay Miscellaneous Fees > Certificate of Good Standing**. Request a Certificate of Good Standing, attach a PDF with your current contact information, and pay \$19.00 by credit card.

**11. How do I get a duplicate Certificate of Admission?**

Log into CM/ECF and click on **Utilities > Pay Miscellaneous Fees > Dupl. Admission Certificate**. Request a Duplicate Admission Certificate, attach a PDF with your current contact information, and pay \$19.00 by credit card.

**12. If I am a law student, can I be admitted to the 9th Circuit?**

No, but a law student may appear before this court under special circumstances. See the **Requirements for Student Practice** at <http://www.ca9.uscourts.gov> under **Forms/Student Practice Forms**.

**13. Are there restrictions for former Court employees to practice in the 9th Circuit?**

Yes, please refer to 9th Circuit Rule 46-5.

**14. If I change my address, how do I notify the admissions department?**

If you are registered for the 9th Circuit's CM/ECF system, then you must go to <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-login.pl> to update the address linked to your CM/ECF account. If you are not registered for the 9th Circuit's CM/ECF system, then fill out the Change of Address form available at <http://www.ca9.uscourts.gov> under **Forms**, and mail the form to the Court.