

Admission Requirements  
Southern District of Texas

*Eligibility:* To apply for admission, you must be licensed to practice law by the licensing authority of one of the fifty states, the District of Columbia, or a Territory of the United States, and if licensed by a licensing authority other than the State of Texas, then an attorney must also be a member in good standing of a United States District Court (Local Rule 83.1(A)).

*Steps:* Applicants must apply on the court's prescribed form, include all necessary documents, and pay the application fee, if required.

*Workshop:* Applicants must attend a workshop, unless they:

- a. Have reached the age of seventy.
- b. Reside out of the district and are a member of the bar of another United States District Court and have included a certificate of good standing from that court (dated within the last 90 days), and an executed Oath.
- c. Are a former circuit, district, bankruptcy, or magistrate judge.
- d. Have completed the current [Federal Court Practice Seminar](#) (online CLE offered by the State Bar of Texas) and provide proof of completion with their application.

Workshops are generally held on the second Thursday of February, May, August and November. To guarantee admittance to a workshop, your application must be received 14 days prior to the workshop. CLE credit of 1.5 hours, which includes 0.5 of ethics, will be given for attending the workshop.

SUBMISSION OF APPLICATION:

Applications are submitted, including payment of admission fee, using our CM/ECF Document Filing System by following the instructions on the Southern District of Texas Attorney Admissions Requirements webpage.

*Notification:* We will notify you when the court acts on your application.

*Documents Required:*

| Texas State Bar Member and Resident of the Southern District of Texas | Texas State Bar Member and Non-Resident of the Southern District of Texas   | Non-Texas State Bar Member and Resident or Non-Resident of the Southern District   |
|---|---|--|
| <p>1. The application and a fee of \$181.</p>                         | <p>1. The application and a fee of \$181.</p> <p>2. A certificate of good standing from another federal court (dated within the last 90 days), or a certificate of completion of the current <a href="#">Federal Court Practice</a> CLE offered by the State Bar of Texas.</p> <p>3. An executed Oath.*</p> | <p>1. The application and a fee of \$181.</p> <p>2. A certificate of good standing from another federal court (dated within the last 90 days).</p> <p>3. An executed Oath** (only applies to non-resident applicants).</p> |

\*Non-resident applicants MUST provide an executed Oath when submitting the application. The Oath must be administered before a judicial officer of the United States. Please contact the Clerk's office in your district to take the Oath.

\*\*Do not submit an executed Oath if you are required to attend the Attorney Admissions Workshop. All attorneys who reside within the Southern District of Texas are required to attend the workshop unless proof of completion of the Federal Court Practice CLE is provided with their application

Application to Practice  
United States District Court for the Southern District of Texas

1. First/Middle/Last Name: \_\_\_\_\_ DOB: \_\_\_\_\_
2. Home address: \_\_\_\_\_
3. Firm name: \_\_\_\_\_
4. Firm Address: Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Firm Telephone: \_\_\_\_\_
6. E-mail for electronic service: \_\_\_\_\_
7. Identify a state bar in which you are admitted.  
State: \_\_\_\_\_ Number: \_\_\_\_\_
8. Identify a United States District Court bar of which you are a member (if applicable)  
District: \_\_\_\_\_ Number: \_\_\_\_\_
9. Have you ever been the subject of discipline by a court or bar?  Yes  No  
If yes, please attach a description and a copy of the final disposition.
10. Attach a copy of any conviction of a misdemeanor involving moral turpitude or any felony.
11. If you responded to item nine or ten, attach all information you feel would assist the court in determining your fitness to practice law in this district.
12. List two members of the Southern District of Texas who will state that (a) they are not related to you; (b) they have known you for at least twelve months or otherwise know you well; (c) they have read this application; and (d) they believe your legal competence and character to be good.

Prior to submission, please ensure that your references are in good standing with the Southern District of Texas by looking up their [Attorney Admission Status](#) under the Attorneys tab on our website [www.txs.uscourts.gov](http://www.txs.uscourts.gov).

A. Reference 1: Name, office address, state bar number and telephone number:

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B. Reference 2: Name, office address, state bar number and telephone number:

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By submitting this form, I agree to abide by these rules:

1. I will maintain familiarity with the technical and procedural requirements as they are adopted by the court.
2. Use of my login and password constitutes my signature on documents filed electronically for purposes of the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.
3. I am responsible for all use of my login and password, authorized or not.
4. By registering, I consent to electronic service of documents and notices through the court's Electronic Filing System and waive service by other means.

Subscribed under penalty for perjury.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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COURT USE ONLY: The state bar reports that the applicant's status is: \_\_\_\_\_.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

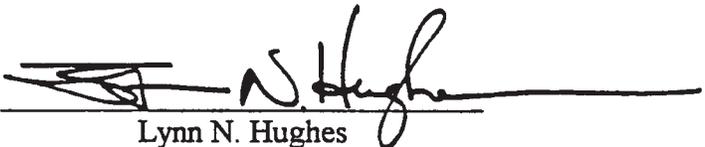
Deputy Clerk

United States District Court  
Southern District of Texas

Order for Oath

On the request of counsel, the oath for admission to practice in the Southern District of Texas may be administered before any judicial officer of the United States. The applicant will return the oath to the District Clerk in Houston.

Signed January 21, 2015, at Houston Texas.



Lynn N. Hughes  
United States District Judge

*This Order refers to the Oath provided on the following page.*

United States District Court  
Southern District of Texas

ATTORNEY: \_\_\_\_\_

Oath

I do solemnly swear [affirm] that I will discharge the duties of attorney and counselor of this court faithfully, that I will demean myself uprightly under the law and the highest ethics of our profession, and that I will support and defend the Constitution of the United States.

Dated \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Attorney:

\_\_\_\_\_  
United States District Judge

\_\_\_\_\_  
District of \_\_\_\_\_