

**ATTORNEY ADMISSION
FREQUENTLY ASKED QUESTIONS
Northern District of Illinois**

How do I obtain a **Letter of Good Standing or Certificate of Admission**?

Send or bring a check for \$15 to the Intake Desk on the 20th floor.
Please see address and check information below.

How do I join the Federal General or Trial Bar?

Please complete the General Bar or Trial Bar
Petition Both are located on the Attorney
Information Page

What is the difference between the general and trial bars?

Please refer to Local Rule 83.12

Where do I mail my attorney forms?

United States District Court
Attorney Admissions 219 S.
Dearborn, Room 2050
Chicago, IL 60604

To whom shall I make out my check?

Clerk, U.S. District Court

What is the turn-around time for general or trial bar petitions?

Generally, 4 to 5 **business days** from the date we receive them.
You will receive a certificate in the mail for the general bar, a letter for the trial bar,
within about a week. You may receive your receipt prior to receiving your certificate.
The website attorney search will not register your admission immediately.

How do I file a **Pro Hac Vice** form?

Please file electronically via the website

For **Pro Hac Vice** admission, what documents must be submitted in addition to the Pro Hac Vice application form?

Once PHV admission is approved by the Judge, please file an Attorney Appearance Form

How do I learn the status of my **Pro Hac Vice** application?

PHV applications are approved by the judge in the case. Please contact the judge's courtroom deputy for status. (From our home page, select "Judges", then select the page of the judge in the case.)

How can I find an attorney's date of admission to the general or trial bar?

ILND Bar Member Search (Via Attorney Information Web page)

What is my Federal bar number?

If you are registered in Illinois, it will be your Illinois bar number.

If you are registered in another state, it will be the number you indicated on your general bar petition to this Court.

How do I designate local counsel? (LR83.15)

If you are a member of this Court's bar, simply have local counsel submit a standard appearance form indicating that they are local counsel.

If you are appearing Pro Hac Vice, answer yes or no to the question on that form. Local counsel will file a standard appearance form indicating that they are local counsel for the party in question.