

## APPENDIX OF FORMS

### FORM 1 ADMISSION INSTRUCTIONS

The accompanying form shall be used in applying for admission to the bar of this court pursuant to RCFC 83.1. This form should be duly executed and returned to the clerk of the court along with the following items:

(1) a current (**not more than three months old**) *original* certificate from the Clerk of the Supreme Court of the United States, or the clerk of the highest court of your state, territory, possession, or the District of Columbia, or the United States Court of Appeals for the Federal Circuit, attesting to your admission to the bar of that court and your good standing therein (**Note: a letter from the bar of your state is NOT acceptable**);

(2) two letters or signed statements from attorneys stating the following:

- a. they are members of the bar of this court, or the bar of the Supreme Court of the United States;
- b. they are not related to you;
- c. you are personally known to them;
- d. you possess all of the qualifications required for admission here;
- e. they have examined your application; and
- f. they affirm that your personal and professional character and standing are good;

(3) a check, made payable to “Clerk, United States Court of Federal Claims,” in the amount of \$250.00 to cover the required fee.

Applications (including letters and fee) must be complete when submitted; ***incomplete applications will be returned.***

Admission under this procedure does not require your appearance in person. A certificate will be forwarded to you upon the granting of your application.

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Clerk of Court  
717 Madison Place, NW  
Washington, DC 20005-1011  
(202) 357-6400

**IN THE MATTER OF THE PETITION OF**

*(Please print/type your full name on the above line)*

**FOR ADMISSION TO PRACTICE IN  
THE UNITED STATES COURT OF FEDERAL CLAIMS**

**TO THE CHIEF JUDGE AND JUDGES OF THE UNITED STATES COURT OF FEDERAL CLAIMS:**

The petitioner, \_\_\_\_\_, respectfully shows this court:

That he/she is a resident of the city of \_\_\_\_\_, the state of \_\_\_\_\_, and that petitioner on the date of \_\_\_\_\_ was duly licensed and admitted to practice as an attorney at law in the \_\_\_\_\_ (highest state court), and is now a member of the bar thereof and in good standing.

*WHEREFORE, said petitioner herein prays that he/she may be admitted to practice in the United States Court of Federal Claims in accordance with the laws and rules applicable thereto.*

*I, \_\_\_\_\_ DO SOLEMNLY  
SWEAR (OR AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND  
THAT I WILL CONDUCT MYSELF IN AN UPRIGHT MANNER AS AN ATTORNEY OF THIS COURT.*

*I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.  
Executed on (date) \_\_\_\_\_. (28 U.S.C. §1746)*

\_\_\_\_\_  
Signature

Address (including firm if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**Attorney Pro Bono Appointment Registration Form for Pro Se Cases:**

I am willing to be appointed counsel for *pro se* plaintiffs on a *pro bono* basis.