

United States District Court

Northern District of Ohio

Office of the Clerk

Carl B. Stokes United States Court House

801 West Superior Avenue

Cleveland, Ohio 44113-1830

Geri M. Smith  
Clerk of Court

(216) 357-7000

Dear Attorney:

Thank you for your interest in applying to practice before the United States District Court for the Northern District of Ohio. Enclosed please find the Application for Admission to Practice, which must be completed in its entirety, and a copy of the Local Rules regarding attorney admission.

**Requisite Requirements (Standard)**

Attached to the application is a "**Statement of Sponsors.**" Your sponsors must be **active** members of the Bar of the United States District Court for the Northern District of Ohio and they must be willing to affirm that your personal and professional character and standing are good. Sponsors may not be related to you.

A **current (not older than 30 days) Certificate of Good Standing from the Supreme Court of Ohio**, or the highest court of any other state or territory or the District of Columbia **must accompany the application. If you reside outside the State of Ohio and are admitted to practice in a district court located outside the State of Ohio, please refer to the waiver section of this notice.** A request for a Certificate of Good Standing from the Supreme Court of Ohio must be in writing. Please complete the form *Request for Certificate of Good Standing* located on the Supreme Court of Ohio's website [www.sconet.state.oh.us](http://www.sconet.state.oh.us) under the Attorney Registration Section. The form can be faxed to 614-387-9323 or mailed to the Supreme Court of Ohio, Attorney Registration Section, 65 South Front Street, 5th Floor, Columbus, Ohio 43215.

Attorneys who wish to be admitted to practice in the United States District Court for the Northern District of Ohio **must attend a *Northern District of Ohio Federal District Court Practice Seminar*** pursuant to Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) **within one year prior to seeking admission.** Accordingly, a **Certificate of Attendance** at a ***Northern District of Ohio Federal District Court Practice Seminar*** **must accompany the application.**

Attorneys who find it necessary to appear prior to being admitted to the Bar of this Court may file a motion to be admitted pro hac vice with payment of the pro hac vice admission fee (which is \$100.00) pursuant to Local Civil Rule 83.5(h) and Local Criminal Rule 57.5(h). Please refer to these Local Rules for the requirements of filing a motion to be admitted pro hac vice.

The **fee for admission to practice** before the United States District Court for the Northern District of Ohio is **\$190.00**. Please make your check payable to: Clerk, U.S. District Court. A portion of this fee entitles attorneys to use the United States Courts Library.

Please mail or file your completed Application for Admission to Practice, Oath or Affirmation of Admission and the requisite documentation along with the payment of the fee to the Clerk's Office at any court location in the Northern District of Ohio. The Clerk's Office is open Monday through Friday from 9:00 a.m. to 4:00 p.m.

568 U.S. Court House  
and Federal Building  
2 South Main Street  
Akron, OH 44308-1876  
(330) 252-6000

114 U.S. Court House  
1716 Spielbusch Avenue  
Toledo, OH 43604-5385  
(419) 213-5500

337 Thomas D. Lambros  
Federal Building and U.S. Court House  
125 Market Street  
Youngstown, OH 44503-1787  
(330) 884-7400

**ATTORNEYS FOR THE UNITED STATES** *pursuant to local civil rule 83.5(k) and local criminal rule 57.5(k)*

Attorneys for the United States are permitted to appear on behalf of the United States **upon filing the Application for Admission to Practice and the Oath or Affirmation of Admission**. The admission fee required by subsection (g) is waived.

**ATTORNEYS ADMITTED TO PRACTICE IN THE SOUTHERN DISTRICT OF OHIO** *pursuant to local civil rule 83.5(l) and local criminal rule 57.5(l)*

Southern District of Ohio Reciprocity Agreement: The Northern District of Ohio has agreed, pursuant to General Order 2003-44, to waive the requirements that an attorney provide evidence of attendance at a federal district court seminar and that the applicant's personal statement be endorsed by two members of the bar of the Court, so long as the applicant submits a **Certificate of Good Standing from the Southern District of Ohio showing that the attorney has been admitted to the Bar of the Southern District of Ohio for at least the past two years**, or that this Court can readily verify the same, and the applicant complies with all other Northern Ohio admission requirements, including the payment of fees.

**WAIVER OF LOCAL CIVIL RULE 83.5(d) AND LOCAL CRIMINAL RULE 57.5(d)**, *Attendance at a Northern District of Ohio Federal District Court Practice Seminar*

The Northern District of Ohio's Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) requires "evidence of attendance at a Northern District of Ohio Federal District Court Practice Seminar" prior to admission in the Northern District of Ohio. The Court has adopted local civil rule 83.5(m) and local criminal rule 57.5(m) which instructs the Clerk of Court to exercise discretion in granting a waiver of the local rule requirement of attendance at a Northern District of Ohio Federal District Court Practice Seminar *for applicants residing outside the State of Ohio*. **Applicants may be granted reciprocity if applicant resides outside the State of Ohio, is admitted to the Bar of a U.S. District Court located outside the State of Ohio, and has taken a federal district court practice seminar other than the Northern District of Ohio Federal District Court Practice Seminar**. Applicant must also certify that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter which includes the concepts of track assignment and case management conferences. **Applicant must file with applicant's personal statement the Certificate of Applicant & Waiver of Attendance at a Northern District of Ohio Federal District Court Seminar along with a certificate of attendance at a federal district court practice seminar**. Applicant shall comply with all other Northern Ohio admission requirements, including the payment of fees.

Again, thank you for your interest. If you have any questions or need further assistance in fulfilling these requirements, please feel free to contact the Intake Department at any court location in the Northern District of Ohio.

Yours sincerely,  
**Geri M. Smith, Clerk of Court**

United States District Court  
Northern District of Ohio

APPLICATION FOR ADMISSION TO PRACTICE  
PERSONAL STATEMENT

**PLEASE TYPE**

- 1) First Name Middle Name  
Last Name Generation
- 2) Residence Address  
City, State, Zip Code
- 3) Date of Birth Social Security Number
- 4) Sex: Female Male
- 5) Highest State Court Admitted
- 6) Highest State Court Admission Date
- 7) Highest State Court Bar Registration Number
- 8) Are you presently engaged in the practice of law? Yes No
- 9) If you are presently engaged in the practice of law, state the nature of your practice, whether by self, in partnership, or associated with or employed by others, giving the name of the firm or employer.
- 10) Business address  
City State Zip Code
- 11) Office telephone number
- 12) Email address



21) Method of Admission:

Check the method of admission which applies and attach the required documents as indicated to your application.

STANDARD

**Attach to Application for Admission to Practice:**

- # Oath or Affirmation of Admission
- # Certificate of Good Standing from Highest State Court Admitted (not older than 30 days)
- # Statement of Sponsors
- # Certificate of Attendance at a NDOH Federal District Court Practice Seminar (not older than one year)

WAIVER OF SEMINAR FOR ATTORNEYS RESIDING OUTSIDE OHIO & ADMITTED TO THE BAR OF A U.S. DISTRICT COURT LOCATED OUTSIDE OHIO

**Attach to Application for Admission to Practice:**

- # Oath or Affirmation of Admission
- # Certificate of Good Standing from Highest State Court Admitted (not older than 30 days)
- # Certificate of Good Standing from U.S. District Court (*located outside Ohio*) Admitted (not older than 30 days)
- # Statement of Sponsors
- # Certificate of Applicant & Waiver of Attendance at a NDOH Federal District Court Practice Seminar
- # Certificate of Attendance at a Federal District Court Practice Seminar

SOUTHERN DISTRICT OF OHIO RECIPROCITY

*Applicable only to attorneys admitted in the Southern District of Ohio for the past two years*

**Attach to Application for Admission to Practice:**

- # Oath or Affirmation of Admission
- # Certificate of Good Standing from the Southern District of Ohio or Northern District of Ohio Verification of Good Standing Status in the Southern District of Ohio

ATTORNEYS FOR THE UNITED STATES OF AMERICA

**Attach to Application for Admission to Practice:**

- # Oath or Affirmation of Admission

The fee for admission to practice before the United States District Court for the Northern District of Ohio is \$190.00 Please make checks payable to: Clerk, U.S. District Court.

Please file your completed Application for Admission to Practice, Oath or Affirmation of Admission, the above applicable documentation, and payment of the fee for admission at any court location in the Northern District of Ohio.

**CERTIFICATION**

I certify that I have read the foregoing questions and have answered the same fully and frankly. Said answers are complete and are true to the best of my knowledge.

Date:

(Signature of Applicant)

**PLEASE COMPLETE THE  
ELECTRONIC FILING REGISTRATION FORM &  
SUBMIT IT WITH YOUR ATTORNEY ADMISSION APPLICATION**

**IT IS ORDERED THAT THE APPLICANT IS ADMITTED TO PRACTICE BEFORE THIS COURT  
UPON VERIFICATION THAT ALL ATTORNEY ADMISSION REQUIREMENTS HAVE BEEN  
SATISFIED.**

**GERI M. SMITH, CLERK**

By:  
Deputy Clerk

United States District Court  
Northern District of Ohio

Pursuant to Local Civil Rule 83.5(f) and Local Criminal Rule 57.5(f), attorneys must take the following oath, or make the following affirmation to become admitted to practice in the United States District Court for the Northern District of Ohio.

Please note that admission to this Court does not become effective until all other attorney admission requirements have been satisfied.

**Oath or Affirmation of Admission**

I, \_\_\_\_\_, do solemnly  
(type name)

swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Ohio Rules of Professional Conduct adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

Date

Signature

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO  
ELECTRONIC FILING ATTORNEY REGISTRATION FORM**

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system). Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system. The following information is required for registration:

**PLEASE TYPE**

Mr. / Mrs. / Ms. (circle one)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Generation: \_\_\_\_\_

Highest state court admitted: \_\_\_\_\_ Bar ID Number: \_\_\_\_\_

Are you currently in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you relocated to this address within the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

Voice Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Internet Mail Address: \_\_\_\_\_

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Northern District of Ohio pursuant to LR 83.5 and LCrR 57.5. Please complete which applies.**

Date admitted to practice in this Court: \_\_\_\_\_

If Attorney representing the United States check here: \_\_\_\_\_

If admitted pro hac vice: Date motion for pro hac vice granted: \_\_\_\_\_ in case number: \_\_\_\_\_

If Attorney of Record in MDL action indicate case number: \_\_\_\_\_

**By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed.R.Crim.P. 49(b)-(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.**

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Submit completed Registration Form to: Geri M. Smith, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
801 West Superior Avenue  
Cleveland, OH 44113-1830

Once your registration is complete, you will receive notification by U.S. Mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you have any questions concerning the registration process or the use of the electronic filing system.



PLEASE ***TYPE & COMPLETE IN ENTIRETY***

**STATEMENT OF SPONSORS**

I, \_\_\_\_\_ and I, \_\_\_\_\_  
(Type Name) (Type Name)

being members of the bar of the United States District Court for the Northern District of Ohio and not related to the applicant, state that the applicant is personally known to us, that the applicant possesses all the qualifications required for admission to the bar of the United States District Court for the Northern District of Ohio, that we have examined this personal statement and believe it to be correct, and we affirm that the applicant's personal and professional character and standing are good.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

**Business address:**

**Business Address:**

(Firm Name)

(Firm Name)

(Suite & Building Name)

(Suite & Building Name)

(Street Address)

(Street Address)

(City, State, Zip Code)

(City, State, Zip Code)

(Telephone Number)

(Telephone Number)

**Email Address:**

**Email Address:**

**Date admitted to practice in the Northern District of Ohio:**

**Date admitted to practice in the Northern District of Ohio:**

**Ohio Supreme Court Bar I.D. Number:**

**Ohio Supreme Court Bar I.D. Number**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**CERTIFICATE OF APPLICANT &  
WAIVER OF ATTENDANCE AT A NORTHERN DISTRICT OF OHIO  
FEDERAL DISTRICT COURT PRACTICE SEMINAR**

pursuant to LR 83.5(m) and LCrR 57.5(m)

(Attorney Applicant)

(Address)

Attorney applicant shall be granted a waiver of attendance at a *Northern District of Ohio* Federal District Court Practice Seminar after documentation is provided by said attorney that he/she has taken a Federal District Court Practice Seminar.

Attorney applicant hereby certifies that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment and case management conferences.

Date

Signature

\*\*\*\*\*

(Attorney Applicant)

Attorney applicant is hereby granted a waiver from the requirement of Local Civil Rule 83.5(d) and Local Criminal Rule 57.5(d) which requires “evidence of attendance at a federal district court seminar” prior to admittance. This waiver is granted after documentation was provided by said attorney that he/she has taken a federal district court practice seminar, in accordance with Local Civil Rule 83.5(m) and Local Criminal Rule 57.5(m).

GERI M. SMITH, CLERK

By:

Deputy Clerk

Date

*Local Civil Rules -- Northern District of Ohio*

**Rule 83.5 Admission of Attorneys to Practice in the Northern District of Ohio**

(a) **Roll of Attorneys.** The Bar of this United States District Court for the Northern District of Ohio consists of those admitted to practice before this Court who have taken the oath prescribed by the Rules in force when they were admitted.

No person shall be permitted to practice in this Court or before any officer thereof as an attorney or to commence, conduct, prosecute, or defend any action, proceeding, or claim in which such person is not a party concerned, either by using or subscribing his or her own name or the name of any other person, unless he or she has been previously admitted to the Bar of this Court.

(b) **Bar Admission.** It shall be requisite to the admission of attorneys to practice in this Court that they shall have been admitted to practice in the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, that they are currently in good standing with such court and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court shall be bound by the ethical standards of the Ohio Rules of Professional Conduct adopted by the Supreme Court of Ohio, so far as they are not inconsistent with federal law.

(c) **Local Office Requirement.** Unless otherwise ordered by the Court, it shall not be necessary for any attorney entitled to practice before the District Court or permitted to appear and participate in a case or proceeding to associate with or to designate an attorney with an office in this district upon whom notices, rulings, and communications may be served.

(d) **Admission by Clerk.** Each applicant shall file with the Clerk (1) a certificate from the presiding Judge or Clerk of the proper court evidencing the applicant's admission to practice there and that he or she is presently in good standing, (2) the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, which shall be endorsed by two members of the Bar of this Court who are not related to the applicant, (3) Oath or Affirmation of Admission, and (4) evidence of attendance at a Northern District of Ohio federal district court practice seminar.

If the documents submitted by the applicant demonstrate that he or she possesses the necessary qualifications, the Clerk shall so notify or advise the applicant, and he or she may be admitted without appearing in Court.

(e) **Admission Upon Motion to the Court.** If the applicant so elects, rather than filing with the Clerk the certificate and statement required by subsection (d), he or she may be admitted by the Court on oral motion by a member of the Bar, provided that it appears from the motion or the statement of the applicant to the Court that he or she has satisfied the requirements of admission.

(f) **Oath or Affirmation.** Each applicant shall subscribe or take the following oath or affirmation, viz.:

I,  [Name] , do solemnly swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Ohio Rules of Professional Conduct adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

(g) **Admission and Fees.** All attorneys admitted to practice in this Court under this Rule shall pay to the Clerk the admission fee prescribed by the Judicial Conference of the United States and such other fees as may from time to time be required by General Order of this Court (such as a library fee).

Local Civil Rules -- Northern District of Ohio

(h) **Permission to Participate in Particular Case.** The Court's strong preference is that attorneys seek permanent admission to the Bar of this Court, however, any member in good standing of the Bar of any court of the United States or of the highest court of any state may, upon written or oral motion and payment of the pro hac vice admission fee (which is \$100.00), be permitted to appear and participate in a particular case, or in a group of related cases. An attorney must pay the pro hac vice admission fee each time he or she seeks pro hac vice status. A certificate of good standing from the aforementioned court(s) or an affidavit swearing to applicant's current good standing must accompany the motion for admission pro hac vice along with a check for the pro hac vice admission fee payable to: Clerk, U.S. District Court. In addition to showing proof of current good standing, any attorney moving for admission pro hac vice must contemporaneously provide his or her typewritten name, address, telephone number, facsimile number, e-mail address, and bar registration number.

(i) **Change of Address.** All attorneys admitted to practice in this Court are required to submit a written notice of a change of business address and/or email address to the Clerk upon the change in address.

(j) **Continuing Maintenance of Good Standing.** It shall be requisite to the continuing eligibility of attorneys to practice in this Court that they are currently in good standing with the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court are deemed by their signature on any pleading, written motion, and other paper to certify that they are currently in good standing of the Bar of a Court of the United States or of the highest court of any state.

(k) **Attorneys for the United States of America.** Attorneys for the United States are permitted to appear on behalf of the United States upon filing the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, and the Oath or Affirmation of Admission. The admission fee required by subsection (g) is waived.

(l) **Southern District of Ohio Reciprocity Agreement.** The Northern District of Ohio has agreed, pursuant to General Order 2003-44, to waive the requirements that an attorney provide evidence of attendance at a federal district court seminar and that the applicant's personal statement be endorsed by two members of the bar of the Court, so long as the applicant submits a certificate of good standing from the Southern District of Ohio showing that the attorney has been admitted to practice for at least the past two years, or that this Court can readily verify the same, and the applicant complies with all other Northern Ohio admission requirements, including the payment of fees.

(m) **Waiver of Attendance at a Northern District of Ohio Federal District Court Practice Seminar.** Applicant may be granted reciprocity if applicant resides outside the State of Ohio and is admitted to the Bar of a U.S. District Court located outside the State of Ohio, and has taken a federal court practice seminar other than the Northern District of Ohio federal district court practice seminar. Applicant must also certify that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter which includes the concepts of track assignment and case management conferences. Applicant must file with applicant's personal statement the *Certificate of Applicant & Waiver of Attendance at a Northern District of Ohio Federal District Court Seminar* along with a certificate of attendance at a federal district court practice seminar. Applicant shall comply with all other Northern Ohio admission requirements, including the payment of fees.

**Rule 57.5 Admission of Attorneys to Practice in the Northern District of Ohio**

(a) **Roll of Attorneys.** The Bar of this United States District Court for the Northern District of Ohio consists of those admitted to practice before this Court who have taken the oath prescribed by the Rules in force when they were admitted.

No person shall be permitted to practice in this Court or before any officer thereof as an attorney or to commence, conduct, prosecute, or defend any action, proceeding, or claim in which such person is not a party concerned, either by using or subscribing his or her own name or the name of any other person, unless he or she has been previously admitted to the Bar of this Court.

(b) **Bar Admission.** It shall be requisite to the admission of attorneys to practice in this Court that they shall have been admitted to practice in the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, that they are currently in good standing with such court and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court shall be bound by the ethical standards of the Ohio Rules of Professional Conduct adopted by the Supreme Court of Ohio, so far as they are not inconsistent with federal law.

(c) **Local Office Requirement.** Unless otherwise ordered by the Court, it shall not be necessary for any attorney entitled to practice before the District Court or permitted to appear and participate in a case or proceeding to associate with or to designate an attorney with an office in this district upon whom notices, rulings, and communications may be served.

(d) **Admission by Clerk.** Each applicant shall file with the Clerk (1) a certificate from the presiding Judge or Clerk of the proper court evidencing the applicant's admission to practice there and that he or she is presently in good standing, (2) the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, which shall be endorsed by two members of the Bar of this Court who are not related to the applicant, (3) Oath or Affirmation of Admission, and (4) evidence of attendance at a Northern District of Ohio federal district court practice seminar.

If the documents submitted by the applicant demonstrate that he or she possesses the necessary qualifications, the Clerk shall so notify or advise the applicant, and he or she may be admitted without appearing in Court.

(e) **Admission Upon Motion to the Court.** If the applicant so elects, rather than filing with the Clerk the certificate and statement required by subsection (d), he or she may be admitted by the Court on oral motion by a member of the Bar, provided that it appears from the motion or the statement of the applicant to the Court that he or she has satisfied the requirements of admission.

Local Criminal Rules -- Northern District of Ohio

(f) **Oath or Affirmation.** Each applicant shall subscribe or take the following oath or affirmation, viz.:

I, [Name], do solemnly swear (or affirm) that as an attorney of this Court I will conduct myself uprightly, according to the law and the ethical standards of the Ohio Rules of Professional Conduct adopted by the Supreme Court of Ohio, so far as they are not inconsistent with Federal Law, and that I will support the Constitution and laws of the United States.

(g) **Admission and Fees.** All attorneys admitted to practice in this Court under this Rule shall pay to the Clerk the admission fee prescribed by the Judicial Conference of the United States and such other fees as may from time to time be required by General Order of this Court (such as a library fee).

(h) **Permission to Participate in Particular Case.** The Court's strong preference is that attorneys seek permanent admission to the Bar of this Court, however, any member in good standing of the Bar of any court of the United States or of the highest court of any state may, upon written or oral motion and payment of the pro hac vice admission fee (which is \$100), be permitted to appear and participate in a particular case, or in a group of related cases. An attorney must pay the pro hac vice admission fee each time he or she seeks pro hac vice status. A certificate of good standing from the aforementioned court(s) or an affidavit swearing to applicant's current good standing must accompany the motion for admission pro hac vice along with a check for the pro hac vice admission fee payable to: Clerk, U.S. District Court. In addition to showing proof of current good standing, any attorney moving for admission pro hac vice must contemporaneously provide his or her typewritten name, address, telephone number, facsimile number, e-mail address, and bar registration number.

(i) **Change of Address.** All attorneys admitted to practice in this Court are required to submit a written notice of a change of business address and/or email address to the Clerk upon the change in address.

(j) **Continuing Maintenance of Good Standing.** It shall be requisite to the continuing eligibility of attorneys to practice in this Court that they are currently in good standing with the highest court of any state, territory, the District of Columbia, an insular possession, or in any district court of the United States, and that their private and professional characters appear to be good. All attorneys admitted to practice in this Court are deemed by their signature on any pleading, written motion, and other paper to certify that they are currently in good standing of the Bar of a Court of the United States or of the highest court of any state.

Local Criminal Rules -- Northern District of Ohio

(k) **Attorneys for the United States of America.** Attorneys for the United States are permitted to appear on behalf of the United States upon filing the applicant's personal statement, on the form approved by the Court and furnished by the Clerk, and the Oath or Affirmation of Admission. The admission fee required by subsection (g) is waived.

(l) **Southern District of Ohio Reciprocity Agreement.** The Northern District of Ohio has agreed, pursuant to General Order 2003-44, to waive the requirements that an attorney provide evidence of attendance at a federal district court seminar and that the applicant's personal statement be endorsed by two members of the bar of the Court, so long as the applicant submits a certificate of good standing from the Southern District of Ohio showing that the attorney has been admitted to practice for at least the past two years, or that this Court can readily verify the same, and the applicant complies with all other Northern Ohio admission requirements, including the payment of fees.

(m) **Waiver of Attendance at a Northern District of Ohio Federal District Court Practice Seminar.** Applicant may be granted reciprocity if applicant resides outside the State of Ohio and is admitted to the Bar of a U.S. District Court located outside the State of Ohio, and has taken a federal court practice seminar other than the Northern District of Ohio federal district court practice seminar. Applicant must also certify that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter which includes the concepts of track assignment and case management conferences. Applicant must file with applicant's personal statement the *Certificate of Applicant & Waiver of Attendance at a Northern District of Ohio Federal District Court Seminar* along with a certificate of attendance at a federal district court practice seminar. Applicant shall comply with all other Northern Ohio admission requirements, including the payment of fees.

(n) **Prerequisites of Practice.** After July 1, 1992, to be counsel of record in criminal cases in this District, counsel shall have been counsel of record in at least two criminal cases to which the federal sentencing guidelines were applicable, or shall have taken the Court's annual course on federal criminal procedure or have taken six (6) hours of CLE credits on federal criminal law and/or federal criminal trial procedure for that year.

(o) **Continuing Legal Education.** After July 1, 1992, and for each year thereafter, all counsel appearing as counsel of record in criminal cases shall, in addition to complying with Paragraph (i) above, have taken the Court's annual course on criminal law, or certify that they have taken six (6) hours of CLE credits on federal criminal law and/or federal criminal trial procedure for that year.

## **LIBRARY INFORMATION**

### **CLEVELAND**

**ADDRESS:** U.S. COURTS LIBRARY  
CARL B. STOKES U.S. COURT HOUSE  
801 SUPERIOR AVENUE, W  
CLEVELAND, OH 44113

**HOURS OF  
OPERATION:** 8:30 a.m. - 5:00 p.m. Monday-Friday

**TELEPHONE  
NUMBER:** 216-357-7275

**LAW  
LIBRARIAN:** Irene M. Milan, M.S.L.S., J.D.

### **TOLEDO**

**ADDRESS:** U.S. COURTHOUSE LIBRARY  
418 U.S. COURTHOUSE  
1716 SPIELBUSCH AVENUE  
TOLEDO, OH 43604

**HOURS OF  
OPERATION:** 8:30 a.m. - 5:00 p.m. Monday-Friday

**TELEPHONE  
NUMBER:** 419-213-5655

**LAW  
LIBRARIAN:** Marianne Mussett, M.L.S.