

(Rev.12/16)  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS  
219 S. Dearborn St. , Room 2050, Chicago, IL 60604

**INSTRUCTIONS FOR ADMISSION TO THE GENERAL BAR**

1. All petitioners for admission to the general bar of the Court must be members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia. ([Rule 83.10\(a\)](#))
2. All petitions for admission to the general bar are to be filed on-line at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov) on the [form approved by the Executive Committee \(Rule 83.10 \(b\)\)](#) and **signed with an original signature (not an electronic signature)**.
3. All petitions for admission to the general bar must be accompanied by a current (less than 30 days old) letter - or certificate - of good standing from the highest court, or an agency thereof, of any state of the United States or of the District of Columbia certifying that the petitioner is a member in good standing of the bar of that court. ([Rule 83.10\(c\)](#)) For Illinois attorneys, this letter may be obtained from the Attorney Registration and Disciplinary Commission of the Supreme Court of Illinois, located at One Prudential Plaza, Suites 1100 and 1500, 130 E. Randolph Dr. , Chicago, IL 60601, telephone (312) 565-2600 or (800)826-8625.
4. (Waiver forms required by the Illinois Attorney Registration and Disciplinary Commission in connection with issuance of letters of good standing are available on the District Court's website (<http://www.ilnd.uscourts.gov>) and may be sent by the petitioner to the Illinois ARDC.) For attorneys admitted in other states or the District of Columbia, the Clerk of the court to which petitioner is admitted should be contacted to obtain such letters.
5. The petition for admission shall include the affidavits of two attorneys who are **currently and for at least two years** have been members in good standing of the bar of the highest court of any state of the United States or of the District of Columbia and who have known the applicant for at least one year. The forms for these affidavits are included as part of the petition form approved by the Executive Committee. ([Rule 83.10\(c\)](#))
6. Once completed, the petition and accompanying documents shall be scanned to a **single** PDF file and uploaded on the Admission to the General Bar registration page located on the Court's web site at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov) . Upon receipt of the petition, the deputy clerk will screen the petition. Where the requirements for admission are met, the petitioner will be notified via email, a certificate of admission will be issued, the petitioner's name will be added to the roll of attorneys and an electronic e-filing account will be issued. Where the requirements are not met, the petitioner will be contacted with appropriate instructions. ([Rule 83.10\(d\)](#))

7. For all electronic petitioners, the petitioner's signature must be original (not electronic).
8. If a petitioner wishes to be sworn in by a judge, they can then make their own arrangements to take a copy of the oath before a judge of this Court. \* The petitioner must submit a hard copy of their petition to the judge's clerk at the time they are scheduled to be sworn in.
9. Upon filing of the petition, the petitioner shall pay an admission fee online, using a credit card via pay.gov. In the event the petitioner is not admitted, the fee will be refunded.

\* Arrangements to be admitted by a judge of the Court may be made by attorneys where a particular judge may wish to administer the oath to an attorney. However, in this instance, an attorney, who is a member of good standing of the bar of this Court, **must** accompany the petitioner who will move petitioner's admission.

**Form Links:**

[Petition for Admission to the General Bar including Affidavit of Sponsor\(s\)](#)

[Authorization and Waiver form to the Illinois Attorney Registration and Disciplinary Commission](#)

**Registration Link:**

[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS

TRIAL BAR

**NOTE: TRIAL BAR MEMBERSHIP CARRIES WITH IT AN OBLIGATION FOR PRO BONO SERVICE. PURSUANT TO LOCAL RULE 83.11(h) OF THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS, "EACH MEMBER OF THE TRIAL BAR SHALL BE AVAILABLE FOR ASSIGNMENT BY THE COURT TO REPRESENT OR ASSIST IN THE REPRESENTATION OF THOSE WHO CANNOT AFFORD COUNSEL."**

**INSTRUCTIONS FOR COMPLETING TRIAL BAR PETITION**

**1) Part A - General Information**

This section is self-explanatory. The identification number issued by the Illinois Attorney Registration and Disciplinary Commission can be found on the registration card supplied by the Commission at the time the registration fee is paid. Attorneys not registered in Illinois, but registered in another state bar, shall use the bar number issued by that state. Item 7 must contain the complete date (month, date, year) of admission to the general bar of the U.S. District Court for the Northern District of Illinois. This date appears on the certificate of admission to that bar and the [ILND Bar Member Search](#) of attorneys admitted to practice in the Northern District of Illinois. Petitioners who are not admitted to the general bar of this Court and are seeking simultaneous admission to the trial bar must submit a completed petition for admission to the general bar, available online at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov). **Trial bar applicants must be sponsored by one current member of the trial bar who has known the applicant for at least one year. The sponsor's affidavit form is available [here](#). Trial bar membership must be renewed every three years as set forth in LR83.11(i)**

**BEFORE FILING A TRIAL BAR PETITION, A PETITIONER MUST HAVE 4 QUALIFYING UNITS OF CREDIT AS OUTLINED IN PARTS B-D.**

**2) Part B - Participation Units**

This section provides space to list up to five trials. Two participation units are credited for each qualifying trial toward the necessary 4 qualifying units. Extended trials are credited as follows: for each participation trial, 2 units where the trial lasted 5 days or less, 3 units where the trial lasted from 6 to 10 full days, and 4 units where the trial lasted 11 or more full days. Petitioners should refer to Local Rule 83.11 for a complete description of requirements for admission to the trial bar.

In completing the information for individual trials, each item must be completed. For dates of trial, a minimum of the month and year of trial must be provided. Length of trial must be listed in days, not weeks, hours, or fractions of days; only complete days will be counted.

The term "one day" as used in LR83.11, defining a qualifying trial refers to not less than three (3) hours of actual appearance time in open court during which testimony is taken and/or exhibits are offered. Notwithstanding the foregoing:

In the event interruptions or recesses in a trial prevent attainment of the aforesaid 3-hour minimum in a single 24-hour day, it is permissible to aggregate appearance time in the same trial so as to achieve a total of three (3) hours, provided that such added appearance time is of the character referred to in the preceding paragraph B.

In no event shall more than one (1) day of qualifying trial credit be claimed for any 24-hour day nor shall any appearance time in excess of three (3) hours be carried over to a subsequent day.

A trial which is completed in less than three (3) hours shall be deemed to entail "one day" of credit if it is in all other respects a testimonial proceeding under LR83.11 and if the applicant gave an opening statement and/or closing argument in the trial.

**3) Part C - Observation Units**

This section provides space to list up to two trials for which credit as observation units is sought. One participation unit is credited for each qualifying trial. For each trial for which credit is sought, an affidavit must be provided by the supervising attorney. The affidavit form is available [here](#). Trials conducted as a 711 Attorney (Illinois Supreme Court Rule 711) may

qualify for observation unit credit; however, they will not qualify for participation unit credit.

#### **4) Part D - Simulation Units**

This section provides space to list a limit of one simulated trial for which credit is sought. Two credits will be given for a qualifying course. An affidavit must be provided by the organization supervising the simulated trial. The affidavit requires both a description of the course and a certification that the applicant successfully completed it. The affidavit form is available [here](#).

#### **5) The Oath or Affirmation**

The oath or affirmation must be signed by the petitioner.

#### **6) Filing the Petition**

The petition, together with supporting forms and affidavits, must be filed on-line at [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov) with payment submitted electronically. A credit card is required.

#### **Form Links:**

[Petition for Admission to the Trial Bar](#)

[Affidavit of Observation Units](#)

[Affidavit of Simulation Units](#)

#### **Bar Member Search Link:**

[ILND Bar Member Search](#)

#### **Registration Link:**

[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)