



THOMAS G. BRÜTON
CLERK

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

Attorney Admissions
(312)435-5771

November 1, 2017

**GENERAL BAR ADMISSION
FOR NEW ILLINOIS ATTORNEYS**

Admission Period: November 1, 2017 through January 7, 2018

Dear Counselor:

Congratulations on your admission to the bar of the Illinois Supreme Court. As a member of that bar, you may now be eligible for admission to the General Bar of the United States District Court for the Northern District of Illinois. **Please note that NO SWEARING-IN CEREMONY will be held. Instead, petitioners must have the Oath of Office notarized.**

New attorneys admitted to the Illinois Supreme Court during either the **May 2017** or the **November 2017** swearing-in ceremony and who have registered with the Illinois Attorney Registration and Disciplinary Commission (ARDC) may, for a limited time, join the General Bar using the general bar petition on our website with **abbreviated requirements (please see next page)**. The petition is obtained by selecting "General Bar Admission" on the Court's Attorney Information Webpage and using only one of the sponsor affidavits rather than the two provided. **THESE INSTRUCTIONS APPLY ONLY TO NEW ILLINOIS ATTORNEYS.**

The U.S. District Court has a two-tiered bar -- the General Bar and the Trial Bar. Participants in the General Bar Admission for New Illinois Attorneys will be admitted to the General Bar and as members of that bar will be entitled to practice in this Court subject to the restrictions of the Court's local rules. For information on the Trial Bar, please refer to Local Rule 83.11. The local rules, the *Standards for Professional Conduct within the Seventh Federal Circuit*, and the *Rules of Professional Conduct for the United States District Court for the Northern District of Illinois* can be found on the Court's web site: www.ilnd.uscourts.gov.

The Rules & Standards for Professional Conduct for the United States District Court for the Northern District of Illinois as well as the *Standards for Professional Conduct within the Seventh Federal Circuit* should be read by you prior to completing and signing the petition form.

Petitions for General Bar Admission for New Illinois Attorneys will be accepted **electronically** between **November 1, 2017 and January 7, 2018**. Admission Certificates will be mailed out approximately every week. Due to the volume of petitions anticipated, please **DO NOT CALL** to ask about the status of your petition.

To **check the status of your application** prior to receiving a certificate in the mail, please visit the Court's Attorney webpage. Select **ILND Bar Member Search**. Search using just your first and last names, unless yours is a common name. This search updates daily.

If you wish to join the General Bar of this Court prior to or after the above-mentioned dates, and you have registered with the ARDC, you will need to follow the instructions for regular admission to this Court, using the standard General Bar petition with a letter of good standing and a second affidavit of sponsor.

Questions about New Illinois Attorney Admission may be directed to:
Kristen_m_sanchez@ilnd.uscourts.gov.

GENERAL BAR ADMISSION INSTRUCTIONS FOR NEW ILLINOIS ATTORNEYS

ELIGIBILITY: Attorneys admitted to the Supreme Court of the State of Illinois during or after May 2017 may **electronically** submit an abbreviated general bar petition. **ALL PETITIONERS MUST BE REGISTERED WITH THE ARDC PRIOR TO APPLYING TO THE GENERAL BAR OF THIS COURT.**

COMPLETING THE PETITION: Fill out the "Petition for Admission to the General Bar" on the Court's website under the Attorney tab (select General and Trial Bar Admission & Information from the drop down menu and then select General Bar Admission). Before submitting the petition for admission, please check the following items:

ITEM 2, ILLINOIS ID NUMBER: If you were admitted to the Illinois Supreme Court in November 2017 but have not received your ID number, leave this item blank and email the information once received to kristen_m_sanchez@ilnd.uscourts.gov. If you have received your ID number, please complete this section.

ITEM 7: Please list the complete date (month, date, and year) of your admission to the Supreme Court of the State of Illinois.

STATEMENT OF PETITIONER: The statement of the petitioner on the bottom of the front page of the petition must be signed, with an original (not electronic) signature, and dated.

AFFIDAVIT OF SPONSOR: Only one sponsor's affidavit is required. Your sponsor must be currently, and have been for at least two years, a member in good standing of the bar of the Illinois Supreme Court or the highest court of any other state of the United States or the District of Columbia. In addition, your sponsor must have known you **for at least one year**. The affidavit must be signed and dated. **The sponsor's complete date of admission (month, date, and year)** to the bar of the Illinois Supreme Court or the highest court of any other state of the United States or the District of Columbia must be completed. **(The sponsor may be a relative or attorney from another state and need not be a member of the U.S. District Court.)**

LETTER OF GOOD STANDING: No letter of good standing is necessary during the mass admission period.

PLEASE SIGN THE OATH OF OFFICE ON THE LAST PAGE AND HAVE IT NOTARIZED

NOTARIZATION REPLACES BEING SWORN IN BY A JUDGE. NO CEREMONY WILL BE HELD

Only petitions bearing the petitioner's *original (not electronic)* signature and completed on the form furnished by the Court will be accepted for filing.

FILING THE PETITION: Once completed, the petition shall be filed **electronically**, and the \$181 fee will be paid online via pay.gov.

PLEASE NOTE: PETITIONS RECEIVED AFTER 4:30 P.M. ON January 7, 2018 WILL NOT BE ACCEPTED FOR FILING ON THE ABBREVIATED FORM.

After January 7, 2018, the standard general bar petition will be required, with a letter of good standing and two affidavits of sponsor.

Once you have been admitted, you will receive, via email, a login and password for an e-filing account.

Please **DO NOT** contact the Clerk's Office to ask if your petition has been approved. Please check the ILND Bar Member Search located on the Court's Attorney Webpage. A certificate of admission will be mailed to you.

THE OATH OF OFFICE MUST BE NOTARIZED