

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. **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 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