

**ATTORNEY FAQs**  
**Northern District of Illinois**

**Letter of Good Standing or Duplicate Certificate of Admission**

To order online, please click [here](#).

**Date of Admission**

Under the Attorney Tab drop-down menu, select ILND Bar Member Search. Search without a middle name or initial unless yours is a popular name.

**ILND Bar Number**

If you are registered in Illinois, it will be your Illinois (ARDC) bar number.  
If you are registered in another state, it will be the state bar number you indicated on your general bar petition to this Court.

**Join the General Bar or Trial Bar**

Please complete the online General Bar and/or Trial Bar Petition under our Attorney Tab.

**Difference between General Bar and Trial Bar**

Please refer to Local Rule 83.12. Trial bar membership is required if a case goes to trial and you wish to be the lead attorney at trial. You may postpone joining the trial bar until you determine whether the matter will go to trial. You are not required to join the trial bar prior to that point but are welcome to do so.

**Turn-Around Time for Bar Petitions**

Generally, 4 to 5 **business days** from the date we receive them electronically. Once you have been admitted, you will receive, via overnight e-mail, a login and password for electronic filing. You will receive a general bar certificate in the mail in 7 to 10 days.  
**Prior to calling for bar application status**, please check the ILND Bar Member Search under our Attorney Tab.

**Trial Bar Petition Attachments**

Please attach a completed affidavit of sponsor from a current trial bar member (form attached to online trial bar petition). If you are using observation or simulation units to qualify, you will also need a supervising attorney affidavit or instructor affidavit.

**Trial Bar Withdrawal**

Local Rule 83.11. Please email a brief pdf motion or letter to [Attorney Questions\\_ILND@ilnd.uscourts.gov](mailto:Attorney_Questions_ILND@ilnd.uscourts.gov).

**Local Counsel Designation**

Local Rule 83.15. If you are a member of this Court's bar but office outside the District, simply have the local attorney submit a standard appearance form indicating that they are local counsel.

## **PRO HAC VICE ADMISSION FAQ's**

### **Petition to Appear Pro Hac Vice**

Please file electronically via the website. If you do not already have an efilng account, complete the Intent to File a Motion to Appear Pro Hac Vice. Overnight, you will be emailed an efilng account, which you will use to file your Pro Hac Vice petition.

### **Attachments to Pro Hac Vice Petition**

No attachments are required. You need only fill out the two-page form. After your application has been approved by the presiding judge, you will file an appearance form in the case.

### **Status of Pro Hac Vice Petition**

PHV applications are approved by the judge in the case and not Attorney Admissions. Please check the docket or contact the judge's courtroom deputy for status. (From our home page, select "Judges," then select the webpage of the judge in the case for courtroom deputy information.)

### **Local Counsel Designation**

If you are appearing Pro Hac Vice, answer yes or no to the question on that form. Local counsel will file a standard appearance form indicating that they are local counsel for the party in question.

### **Oath to Join another Bar**

On our Judges Webpage, select the Emergency Judge. Then call that chambers for an appointment to take the oath before the judge.