

**ATTORNEY ADMISSION
FREQUENTLY ASKED QUESTIONS
Northern District of Illinois**

How do I obtain a **Letter of Good Standing or Duplicate Certificate of Admission**?

To order online, please click [here](#). Alternatively, send or bring a check for \$19 to the Intake Desk on the 20th floor. Walk-ins can usually receive the document immediately. Please see address and check information below.

To whom shall I make out my check?

Clerk, U.S. District Court

What is the Court's Address?

Attorney Admissions
U.S. District Court
219 S. Dearborn, Room 2050
Chicago, IL 60604

How can I find an **attorney's DATE OF ADMISSION** to the general or trial bar?

ILND Bar Member Search: From the court's home page, select Attorney Information webpage. At the top left, see ILND Bar Member Search. Search without a middle name or initial.

What is my **Federal BAR NUMBER**?

If you are registered in Illinois, it will be your Illinois 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.

How do I **join the Federal General or Trial Bar**?

Please complete the online General Bar or Trial Bar Petition via our Attorney Information webpage.

What is the difference between the general and trial bars?

Please refer to Local Rule 83.12

What is the **turn-around time** for general or trial bar petitions?

Generally, 4 to 5 **business days** from the date we receive them electronically. Once you have been admitted, you will receive, via e-mail, a login and password for an electronic filing account. You will receive a certificate in the mail for the general bar and a letter for the trial bar, within about a week. **Prior to calling for application status**, please check

the ILND Bar Member Search at the top left of the Attorney Information webpage. Search without a middle name or initial.

For a **Trial Bar** application, what additional documents do I need to provide?

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

How do I **WITHDRAW from the Trial Bar**?

(LR83.11(h)) Please either mail (address above), e-mail (annette_panter@ilnd.uscourts.gov), or fax (312 554 8512) a motion or brief letter for Executive Committee review.

PRO HAC VICE FAQ's

How do I file a **Pro Hac Vice** form?

Please file electronically via the website

For a **Pro Hac Vice** application, what additional documents do I need to provide?

None. You need only fill out the two-page form. After your application has been approved by the Judge, you will file an appearance form in the case.

How do I learn the **status of my Pro Hac Vice** application?

PHV applications are approved by the judge in the case. 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.)

How do I designate local counsel? (LR83.15)

If you are a member of this Court's bar, simply have local counsel submit a standard appearance form indicating that they are local counsel.

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.

How do I get **sworn in to another district**?

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