

United States Court of Appeals for the Eleventh Circuit
2016 Eleventh Circuit Judicial Conference
Special Application for Admission to the Bar

***** PLEASE READ & FOLLOW THESE INSTRUCTIONS *****

The rules for Attorney Admission can be found at FRAP 46 and the accompanying circuit rules.

(FRAP 46 and the accompanying circuit rules are attached)

The deadline for receipt of your application and fee is **Tuesday, 1 March 2016**. Applications will not be accepted after this date. You are responsible for submitting a complete application packet, including payment, in accordance with these instructions. Incomplete applications will not be accepted.

Only attorneys admitted to the bar of this court may practice before the court. An applicant must file an application for admission on a form approved by the court. *(application form attached)*

Submit your application to the **Office of the Circuit Executive, 2016 Eleventh Circuit Judicial Conference, 56 Forsyth Street, NW, Room CE 357, Atlanta, Georgia, 30303**. The application must be accompanied by a **Certificate of Good Standing** issued within the previous six months from your Qualifying Court and an admission fee of \$196 payable to **Clerk, U.S. Court of Appeals, Eleventh Circuit**.

There will be an admission ceremony during the 2016 Eleventh Circuit Judicial Conference on Saturday, 7 May 2016 between 8:30 AM - 10:30 AM. It is the responsibility of each member of the bar to keep this court informed of any changes to addresses, phone numbers, fax numbers, and e-mail addresses.

We invite your particular attention to the following items on the application form which are sometimes neglected by counsel. These items **must** be enclosed or completed in order for the application to be processed.

1. Enclose a **Certificate of Good Standing** issued within the previous six months from your qualifying court.
2. Enclose the **\$196 admission fee** made payable to **Clerk, U.S. Court of Appeals, Eleventh Circuit** and sign your check.
3. On the application form:
 - o Enter your social security number.
 - o Answer all questions and attach a **statement giving details** if any answer is "yes."
 - o **Sign** the petition.
4. Have the application **notarized**, including seal.

Please allow a minimum of 10 business days for processing before contacting the Clerk's Office about the status of your application.

UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

Special Application for Admission to the Bar - 2016 Judicial Conference

(Please Type - Handwritten Applications Not Accepted)

Pursuant to FRAP 46(a), to qualify for admission you must be a member in good standing of the bar of the U.S. Supreme Court, another U.S. Court of Appeals, a U.S. District Court, or the highest court of any state. You must attach to this application (1) a certificate of good standing issued within the previous six months from one of the courts described above, and (2) a list of all state and federal bars of which you are a member, including state bar numbers, and your status with each bar (e.g., active, inactive, retired, etc.). See 11th Cir. R. 46-7. Make check in the non-refundable amount of \$196.00 payable to "Clerk, U.S. Court of Appeals, Eleventh Circuit," attach to your application and forward to: 2016 Eleventh Circuit Judicial Conference, Circuit Executive's Office, U.S. Court of Appeals, Eleventh Circuit, 56 Forsyth Street, N.W., Atlanta, GA 30303.

PERSONAL INFORMATION

Name: _____ (As you want it to appear on Certificate)

Last 4 digits of Social Security Number: _____

Phone: _____ Fax: _____

E-Mail: _____

ADDRESS INFORMATION

Office Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Answer each question. If any answer is yes, attach a statement giving details.

YES NO

- 1. Have you changed your name or been known by any names or surnames other than the one appearing on this application?
2a. Have you been disbarred or suspended from practice by any bar or before any court, department, bureau or commission of any State or the United States, or have you received a reprimand from any of them pertaining to your conduct or fitness to practice?
2b. Are any such proceedings or allegations presently pending against you?
3a. Have you been a party to criminal proceedings, or to civil proceedings in which allegations of fraud, misrepresentation or other dishonesty were made against you?
3b. Are you presently under investigation for any matter specified in question 3a?

OATH (OR AFFIRMATION)

I, _____ do solemnly swear (or affirm) that I will conduct myself as an attorney and counselor of this court, uprightly and according to law; and that I will support the Constitution of the United States. I do further swear (or affirm) that all responses in the foregoing personal statement, including attachments which are incorporated herein by reference, are true and correct to the best of my knowledge, information and belief. I certify that, except as otherwise noted, I am an active member in good standing of each state bar or the bar of the highest court of each state (including the District of Columbia) listed on the attached sheet, and that my license to practice law in the named state is not currently lapsed for any reason, including but not limited to retirement, placement in inactive status, failure to pay bar membership fees or failure to complete continuing education requirements. I understand that I am required to notify the clerk of this court within 14 days of any changes in the status of my state bar memberships. See 11th Cir. R. 46-7.

Signature of Applicant

Subscribed and sworn (or affirmed) to before me a Notary Public in and for the County of _____.

State of _____, this _____ day of _____.

My commission expires: _____

Signature and Seal of Notary

Court Use Only. To be completed by Attorney Admissions Clerk.

Check No: _____ Money Order No: _____

EDF: _____ Receipt No: _____

LIST OF BAR MEMBERSHIPS

You must attach a list of all bars of which you are a member, including state bars and state and federal courts to which you are admitted to practice. The list must also include bar numbers (if any), the date of admission, and your status with each bar or court (e.g., active, inactive, retired, etc.). See 11th Cir. R. 46-7. **You may use this page to fulfill this requirement.**

Name of State or Federal Bar or Court	Bar Number (if any)	Date Admitted	Status with Bar or Court (active, inactive, retired, etc.)

Notice to Customers Presenting Checks

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment.

FRAP 46. Attorneys

(a) Admission to the Bar.

- (1) Eligibility.** An attorney is eligible for admission to the bar of a court of appeals if that attorney is of good moral and professional character and is admitted to practice before the Supreme Court of the United States, the highest court of a state, another United States court of appeals, or a United States district court (including the district courts for Guam, the Northern Mariana Islands, and the Virgin Islands).
- (2) Application.** An applicant must file an application for admission, on a form approved by the court that contains the applicant's personal statement showing eligibility for membership. The applicant must subscribe to the following oath or affirmation:

“I, _____, do solemnly swear [or affirm] that I will conduct myself as an attorney and counselor of this court, uprightly and according to law; and that I will support the Constitution of the United States.”

- (3) Admission Procedures.** On written or oral motion of a member of the court's bar, the court will act on the application. An applicant may be admitted by oral motion in open court. But, unless the court orders otherwise, an applicant need not appear before the court to be admitted. Upon admission, an applicant must pay the clerk the fee prescribed by local rule or court order.

(b) Suspension or Disbarment.

- (1) Standard.** A member of the court's bar is subject to suspension or disbarment by the court if the member:
 - (A)** has been suspended or disbarred from practice in any other court; or
 - (B)** is guilty of conduct unbecoming a member of the court's bar.
- (2) Procedure.** The member must be given an opportunity to show good cause, within the time prescribed by the court, why the member should not be suspended or disbarred.
- (3) Order.** The court must enter an appropriate order after the member responds and a hearing is held, if requested, or after the time prescribed for a response expires, if no response is made.

- (c) Discipline.** A court of appeals may discipline an attorney who practices before it for conduct unbecoming a member of the bar or for failure to comply with any court rule. First, however, the court must afford the attorney reasonable notice, an opportunity to show cause to the contrary, and, if requested, a hearing.

(As amended Mar. 10, 1986, eff. July 1, 1986; Apr. 24, 1998, eff. Dec. 1, 1998.)

* * * *

11th Cir. R. 46-1 Bar Admission and Fees. Only attorneys admitted to the bar of this court may practice before the court, except as otherwise provided in these rules. Admission is governed by FRAP 46 and this Eleventh Circuit Rule. To request admission to the bar, an attorney must complete an application form, available on the Internet at www.ca11.uscourts.gov, and submit the form to the clerk's principal office in Atlanta. The application form must be accompanied by:

- a certificate of good standing issued within the previous six months from a court described in FRAP 46(a)(1); and
- the non-refundable fee set by the court and posted on the court's website, payable to Clerk, U.S. Court of Appeals, Eleventh Circuit.

Each member of the bar has a continuing obligation to keep this court informed of any changes to addresses, phone numbers, fax numbers, and e-mail addresses.

11th Cir. R. 46-2 Renewal of Bar Membership; Inactive Status. Each attorney admitted to the bar of this court shall pay a bar membership renewal fee of \$10.00 every five years. A new certificate of admission will *not* issue upon payment of this fee. An attorney admitted *after* April 1, 1989, must pay this renewal fee to the clerk every five years from the date of admission. An attorney admitted *before* April 1, 1989, must pay this renewal fee to the clerk during the month indicated in the following schedule, and then during that same month each five years thereafter:

<u>Last Name (Initial)</u>	<u>Payment Due</u>
A - D	April, 1994
E - K	May, 1994
L - R	June, 1994
S - Z	July, 1994

During the first week of the month in which an attorney's renewal fee is due, the clerk shall send a notice to the attorney at the address on the roll of attorneys admitted to practice before this court (attorney roll), and advise the attorney that payment of the renewal fee is due by the last day of that month. If the notice is returned undelivered due to an incorrect address, no further notice will be sent. If the renewal fee is not paid by the last day of the month in which the notice is sent, the attorney's membership in the bar of this court will be placed in inactive status for a period of 12 months, beginning on the first day of the next month. An attorney whose bar membership is in inactive status may not practice before the court. To renew a bar membership, including one in inactive status, an attorney must complete a bar membership renewal form, available on the Internet at www.ca11.uscourts.gov, and submit the form to the clerk's principal office in Atlanta. The renewal form must be accompanied by a non-refundable bar membership renewal fee of \$10.00 payable to U.S. Court of Appeals, Non-Appropriated Fund, 11th Circuit.

After 12 months in inactive status, if an attorney has not paid the bar membership renewal fee, the clerk shall strike the attorney's name from the attorney roll. An attorney whose name is stricken from the attorney roll due to nonpayment of the renewal fee who thereafter wishes to practice before the court must apply for admission to the bar pursuant to 11th Cir. R. 46-1, unless the attorney is eligible to be admitted for a particular proceeding pursuant to 11th Cir. R. 46-3.

11th Cir. R. 46-3 Admission for Particular Proceeding. The following attorneys shall be admitted for the particular proceeding in which they are appearing without the necessity of formal application or payment of the admission fee: an attorney appearing on behalf of the United States, a federal public defender, an attorney appointed by a federal court under the Criminal Justice Act or appointed to represent a party in forma pauperis. Attorneys in these categories who desire to receive an admission certificate from the Eleventh Circuit must pay the admission fee.

11th Cir. R. 46-4 Pro Hac Vice Admission. An attorney who does not reside in the circuit but is otherwise eligible for admission to the bar pursuant to FRAP 46 and these rules may apply to appear pro hac vice in a particular proceeding. The following items must be provided:

- a completed Application to Appear Pro Hac Vice form, available on the Internet at www.ca11.uscourts.gov, with proof of service;
- a certificate of good standing issued within the previous six months from the highest court of any state or another United States Court of Appeals; and
- a non-refundable pro hac vice application fee of \$50.00, payable to U.S. Court of Appeals, Non-Appropriated Fund, 11th Circuit.

An attorney may apply to appear before this court pro hac vice only two times.

To practice before the court, an attorney who resides in the circuit or who has two times previously applied to appear before this court pro hac vice, must apply for admission to the bar pursuant to 11th Cir. R. 46-1, unless the attorney is eligible to be admitted for a particular proceeding pursuant to 11th Cir. R. 46-3.

The clerk is authorized to grant an application to appear pro hac vice in an appeal not yet assigned or under submission, in such circumstances as determined by the court, when an attorney meets the requirements of the rules.

11th Cir. R. 46-5 Entry of Appearance. Every attorney, except one appointed by the court for a specific case, must file an Appearance of Counsel Form in order to participate in a case before the court. The form must be filed within 14 days after the date on the notice from the clerk that the Appearance of Counsel Form must be filed. With a court-appointed attorney, the order of appointment will be treated as the appearance form.

Except for those who are court-appointed, an attorney who has not previously filed an Appearance of Counsel Form in a case will not be permitted to participate in oral argument of the case until the appearance form is filed.

11th Cir. R. 46-6 Clerk's Authority to Accept Filings.

(a) Filings from an Attorney Who Is Not a Member of the Eleventh Circuit Bar.

(1) Subject to the provisions of this rule, the clerk may conditionally file the following papers received from an attorney who is not a member of the circuit bar and who is not admitted for the particular proceeding pursuant to 11th Cir. R. 46-3:

- a petition or application that initiates a proceeding in this court;
- an emergency motion as described in 11th Cir. R. 27-1(b);
- a motion or petition that is treated by the clerk as “time sensitive” as that term is used in 11th Cir. R. 27-1(b).

(2) Upon filing the petition, application, or motion, the clerk will mail a notice to the attorney, stating that in order to participate in the appeal the attorney must be properly admitted either to the bar of this court or for the particular proceeding pursuant to 11th Cir. R. 46-4, and that the attorney must submit an appropriate application for admission within fourteen (14) days from the date of such notice.

(3) Within the 14-day notice period, the clerk may conditionally file motions and other papers received from the attorney, subject to receipt of an appropriate application for admission within that period. At the expiration of the 14-day notice period, if an appropriate application for admission has not been received, the clerk will return any such motions and other papers to the attorney and enter that action on the docket, and the motions and other papers will be treated as though they were never filed.

(4) When an appropriate application for admission is received within the 14-day notice period, the clerk may continue to conditionally file motions and other papers received from the attorney, subject to the court's approval of the attorney's application for admission. If the attorney's application is denied, the clerk will return any such motions and other papers to the attorney and enter that action on the docket, and the motions and other papers will be treated as though they were never filed. Before taking that action, the clerk may stay further proceedings in the appeal for 30 days, if necessary, to allow the attorney's client to seek new counsel.

(b) Filings from an Attorney Who Has Not Filed an Appearance of Counsel Form Within 14 Days After Notice is Mailed by the Clerk. When an attorney fails to file a required Appearance of Counsel Form within 14 days after notice of that requirement is mailed by the clerk, the clerk may not accept any further filings (except for a brief) from the attorney until the attorney files an Appearance of Counsel Form. When an attorney who has not filed an Appearance of Counsel Form tenders a brief for filing, the clerk will treat the failure to file an Appearance of Counsel Form as a deficiency in the form of the brief. An Appearance of Counsel Form need not be accompanied by a motion to file out of time.

11th Cir. R. 46-7 Active Membership in Good Standing with State Bar Required to Practice; Changes in Status of Bar Membership Must Be Reported. In addition to the requirements of FRAP 46 and the corresponding circuit rules, and Addendum Eight, an attorney may not practice before this court if the attorney is not an active member in good standing with a state bar or the bar of the highest court of a state, or the District of Columbia (hereinafter, “state bar”). When an attorney’s active membership in good standing with a state bar lapses for any reason, including but not limited to retirement, placement in inactive status, failure to pay bar membership fees, or failure to complete continuing education requirements, the attorney must notify the clerk of this court within 14 days. That notification must also list every other state bar and federal bar of which the attorney is a member, including state bar numbers and the attorney’s status with that bar (e.g., active, inactive, retired, etc.). Upon receipt of that notification, the court may take any action it deems appropriate, including placing the attorney’s bar membership in inactive status until the attorney provides documentation of active membership in good standing with a state bar.

11th Cir. R. 46-8 Certificate of Admission. Upon admission to the bar of this court, the clerk will send the attorney a certificate of admission. A duplicate certificate of admission is available for purchase upon payment of the fee prescribed by the Judicial Conference of the United States in the Court of Appeals Miscellaneous Fee Schedule issued pursuant to 28 U.S.C. § 1913, payable to Clerk, U.S. Court of Appeals, Eleventh Circuit.

11th Cir. R. 46-9 Attorney Discipline. This court has adopted rules governing attorney conduct and discipline. See Addendum Eight.

11th Cir. R. 46-10 Appointment or Withdrawal of Counsel.

(a) Appellate Obligations of Retained Counsel. Retained counsel for a criminal defendant has an obligation to continue to represent that defendant until successor counsel either enters an appearance or is appointed under the Criminal Justice Act, and may not abandon or cease representation of a defendant except upon order of the court.

(b) Habeas Corpus or 28 U.S.C. § 2255 Pauper Appeals. When any pro se appeal for either habeas corpus or 2255 relief is classified for oral argument, counsel will normally be appointed under the Criminal Justice Act before the appeal is calendared. The screening panel which classifies the appeal for oral argument will advise the clerk who will then obtain counsel under the regular procedure.

(c) Relieving Court Appointed Counsel on Appeal. Counsel appointed by the trial court shall not be relieved on appeal except in the event of incompatibility between attorney and client or other serious circumstances.

(d) Criminal Justice Act Appointments. The Judicial Council of this circuit has adopted the Eleventh Circuit Plan under the Criminal Justice Act and Guidelines for Counsel Supplementing the Eleventh Circuit Plan under the Criminal Justice Act. See Addendum Four.

(e) Non-Criminal Justice Act Appointments. This court has adopted rules governing Non-Criminal Justice Act Appointments. See Addendum Five.

11th Cir. R. 46-11 Appearance and Argument by Eligible Law Students.

(a) Scope of Legal Assistance.

(1) Notice of Appearance. An eligible law student, as described below, acting under a supervising attorney of record, may enter an appearance in this court on behalf of any indigent person, the United States, or a governmental agency in any civil or criminal case, provided that the party on whose behalf the student appears and the supervising attorney of record has consented thereto in writing. The written consent of the party (or the party's representative) and the supervising attorney of record must be filed with this court.

(2) Briefs. An eligible law student may assist in the preparation of briefs and other documents to be filed in this court, but such briefs or documents must be reviewed, approved entirely, and signed by the supervising attorney of record. Names of students participating in the preparation of briefs may, however, be added to the briefs.

(3) Oral Argument. Except, on behalf of the accused, in a direct appeal from a criminal prosecution, an eligible law student may also participate in oral argument, but only in the presence of the supervising attorney of record.

(b) Law Student Eligibility Requirements.

In order to appear before this court, the law student must:

(1) Be enrolled in a law school approved by the American Bar Association;

(2) Have completed legal studies for which the student has received at least 48 semester hours or 72 quarter hours of academic credit or the equivalent if the school is on some other basis;

(3) Be certified by the dean of the law student's law school as qualified to provide the legal representation permitted by this rule. This certification, which shall be filed with the clerk, may be withdrawn by the dean at any time by mailing a notice to the clerk or by termination by this court without notice or hearing and without any showing of cause;

(4) Neither ask for nor receive any compensation or remuneration of any kind for the student's services from the person on whose behalf the student renders services, but this shall not prevent an attorney, legal aid bureau, law school, public defender agency, a State, or the United States from paying compensation to the eligible law student, nor shall it prevent these entities from making proper charges for its services;

(5) Certify in writing that the student has read and is familiar with the Code of Professional Responsibility of the American Bar Association, the Federal Rules of Appellate Procedure, and the rules of this court; and

(6) File all of the certifications and consents necessary under this rule with the clerk of this court prior to the submission of any briefs or documents containing the law student's name and the law student's appearance at oral argument.

(c) Supervising Attorney of Record Requirements.

(1) The supervising attorney of record must be a member in good standing of the bar of this court.

(2) With respect to the law student's appearance, the supervising attorney of record shall certify in writing to this court that he or she:

- (A) consents to the participation of the law student and agrees to supervise the law student;
- (B) assumes full, personal professional responsibility for the case and for the quality of the law student's work;
- (C) will assist the student to the extent necessary; and
- (D) will appear with the student in all written and oral proceedings before this court and be prepared to supplement any written or oral statement made by the student to this court or opposing counsel.

* * * *

I.O.P. -

1. Admissions. *There is no formal swearing-in ceremony.*

2. Check Returned for Insufficient Funds. *When a check in payment of a fee is returned unpaid by a financial institution due to insufficient funds, counsel must thereafter pay the fee by money order or cashier's check made payable to the same entity or account as the returned check. In addition, counsel must also remit by separate money order or cashier's check the returned-check fee prescribed by the Judicial Conference of the United States in the Court of Appeals Miscellaneous Fee Schedule issued pursuant to 28 U.S.C. § 1913, payable to Clerk, U.S. Court of Appeals, Eleventh Circuit.*

3. Components of Attorney Admission Fee. *The attorney admission fee is composed of two separate fees. A national admission fee has been prescribed by the Judicial Conference of the United States in the Court of Appeals Miscellaneous Fee Schedule issued pursuant to 28 U.S.C. § 1913. This fee is remitted to the federal judiciary. A local admission fee has been prescribed by this court pursuant to FRAP 46(a)(3), and is posted on the court's website. This fee is deposited in the court's non-appropriated fund account to be used for the benefit of the bench and bar in the administration of justice.*