

**UNITED STATES COURT OF APPEALS**  
**ELEVENTH JUDICIAL CIRCUIT**

JAMES P. GERSTENLAUER  
Circuit Executive

56 Forsyth Street, N.W.  
Atlanta, Georgia 30303  
404/335-6535

**\*\*\* PLEASE READ THESE INSTRUCTIONS FIRST \*\*\***

**2016 Eleventh Circuit Judicial Conference**  
**Additional Instructions for Admission to the Supreme Court Bar**

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 and the Supreme Court **Instructions for Admission to the Bar**. Incomplete applications will not be accepted.

To complete your application, please do the following:

1. Please read and follow the attached **Instructions for Admission to the Bar**.
2. Type and print the attached **Application for Admission to Practice** form (*fillable pdf form*). **HANDWRITTEN FORMS WILL NOT BE ACCEPTED.** Please complete the form in its entirety. Print your name as you want it shown on your certificate. Include any middle name, middle initial, or suffix.
3. The application form requires the signature of two sponsors. Original signatures are required, no photocopies.
4. You will be admitted to the Supreme Court Bar on Written Motion. Please type your name (*see item #2 above*) in the appropriate box as the person being admitted. James P. Gerstenlauer, Circuit Executive, will move for your admission and he will sign and date the Motion for Admission. **Type “James P. Gerstenlauer” in the box for the movant’s name. Please do not ask a sponsor or another member of the Bar to move for your admission.**
5. Obtain a **certificate of good standing from the presiding judge, clerk, or other authorized official of the highest court** of your state evidencing that you have been a member of the Bar of such court for at least **three** years and are in good standing. Include the **original certificate** with your application. **Bar association certificates are not acceptable.**
6. Mail your original application with both sponsors' signatures, the certificate of good standing, and a check made payable to “**U. S. Supreme Court**” for \$200 to the following address.

**Eleventh Circuit Judicial Conference**  
**U. S. Court of Appeals**  
**Office of the Circuit Executive**  
**Room CE 361**  
**56 Forsyth Street, NW**  
**Atlanta, GA 30303**

**Do NOT mail your application to the Supreme Court.**

# Supreme Court of the United States

## INSTRUCTIONS FOR ADMISSION TO THE BAR

Attached is the application form for your personal statement, as required by Supreme Court Rule 5.2, including space for endorsement by two sponsors. The sponsors must be members of the Bar of this Court who know you personally and are **not** related to you by blood or marriage. **One of the sponsors or another member of the Bar, including a relative, may move your admission.** Please indicate the name you want shown on the certificate which may or may not include a middle name and/or suffix.

You must obtain a **certificate of good standing from the presiding judge, clerk, or other authorized official of the highest court** of a State, Commonwealth, Territory or Possession, or of the District of Columbia, evidencing the fact that you have been a member of the Bar of such court for at least three years and are in good standing. An application will be considered current for one year from the date of the clerk's certificate. After that time the papers will be returned. **Do not submit a Bar Association certificate in place of the clerk's certificate, or a duplicate of a certificate of good standing.**

Supreme Court Rule 5 provides, in part:

1. To qualify for admission to the Bar of this Court, an applicant must have been admitted to practice in the highest court of a State, Commonwealth, Territory or Possession, or the District of Columbia for a period of at least three years immediately before the date of application; must not have been the subject of any adverse disciplinary action pronounced or in effect during that 3-year period; and must appear to the Court to be of good moral and professional character.

2. Each applicant shall file with the Clerk (1) a certificate from the presiding judge, clerk, or other authorized official of that court evidencing the applicant's admission to practice there and the applicant's current good standing, and (2) a completely executed copy of the form approved by this Court and furnished by the Clerk containing (a) the applicant's personal statement, and (b) the statement of two sponsors endorsing the correctness of the applicant's statement, stating that the applicant possesses all the qualifications required for admission, and affirming that the applicant is of good moral and professional character. Both sponsors must be members of the Bar of this Court who personally know, but are not related to, the applicant.

3. If the documents submitted demonstrate that the applicant possesses the necessary qualifications, and if the applicant has signed the oath or affirmation and paid the required fee, the Clerk will notify the applicant of acceptance by the Court as a member of the Bar and issue a certificate of admission. An applicant who so wishes may be admitted in open court on oral motion by a member of the Bar of this Court, provided that all other requirements for admission have been satisfied.

4. Each applicant shall sign the following oath or affirmation: I, \_\_\_\_\_, do solemnly swear (or affirm) that as an attorney and as a counselor of this Court, I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States. All original signatures must be on one page together.

**IF YOU ELECT TO BE ADMITTED ON WRITTEN MOTION**, without coming to the Court, please execute the Motion For Admission by having the attorney whose name you wish to appear on your certificate sign as the moving party. The attorney who moves your admission must be a member of the Bar of this Court and may be a relative. Return to the Clerk's Office, Attn: Admissions Office, your completed application, the required certificate, and your check for \$200 payable to "U. S. Supreme Court" to cover the admission fee.

**IF YOU ELECT TO BE ADMITTED IN OPEN COURT**, do not complete the written Motion For Admission. Return your application and the required certificate to this Office, and we will notify you whether the papers are in order and will provide instruction for being admitted in open Court. The \$200 fee is to be paid on the day of admission.

**BAR CERTIFICATE.** The Certificate evidencing admission to the Bar of this Court contains the following words: ". . . in the year of our Lord, two thousand." An alternate Certificate is available that omits the underlined words. If you want an alternate Certificate, check the block on the application form.

U. S. Court of Appeals, Eleventh Circuit  
Office of the Circuit Executive  
judconf@ca11.uscourts.gov

PLEASE RETURN TO:  
U. S. Court of Appeals, Eleventh Circuit  
Office of the Circuit Executive  
56 Forsyth Street, NW  
Room CE 361  
Atlanta, GA 30303