

**United States District Court  
Central District of Illinois**

**Instructions for Completion of Motion for Admission and Attorney Questionnaire**

Please read and review the Local Rules for the Central District of Illinois, [www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov) in particular, Rule 83.5 Admission to Practice.

As stated in the Local Rules, Section 83.5(F), this Court does not permit pro hac vice admissions generally. Therefore, if you are in the process of filing a case or representing a party in our Court, you will need to become admitted to the Central District of Illinois.

For your convenience, we have established an electronic attorney admission–CM/ECF registration system. We have adapted a system which will expedite your admission because we know that time is valuable.

The attorney admission fee is a one time fee of \$211.00. Admission can be completed through any of our four divisions, as we have support personnel in all divisions. However, admission is not limited to the division in which you move for admission. Admission encompasses the entire jurisdiction of the Central District of Illinois.

All forms may be accessed from our website–[www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov)–or as follows using the supported links.

You will need to upload the Motion for Admission to Practice ([link here](#))(“Motion”) before this court with the attached Attorney Questionnaire (“Questionnaire”). Under this Motion, you may seek admission to the bar of this Court under any of three (3) parts:

- You may have a current member of the bar for the Central District of Illinois move for your admission through Part A. The current member should complete Part A and you should complete the admission questionnaire. An Oath of Admission is required to be administered after motion is allowed. You will be notified electronically when your Motion is allowed and your oath will need to be administered. See instructions Oath of Admission ([link](#)).
- You may move for your own admission through Part B. You should complete Part B and the admission questionnaire. You must include a Certificate of Good Standing from the appropriate agency of the state in which you are licensed. An Oath of Admission is required to be administered after motion is allowed. You will be notified electronically when your Motion is allowed and your oath will need to be administered. See instructions Oath of Admission ([link](#)).

- You may move for your own admission through Part C. You should complete Part C and the admission questionnaire. You must include a copy of your Certificate of Admission from either the Northern or Southern District of Illinois in which you are currently a member in good standing.

After you have determined which Part of the Motion you will move for admission under, you will need to complete the fillable Motion and Questionnaire as stated above.

Print the completed Motion and Questionnaire. You will need to date and sign where applicable. A s/ signature is not acceptable. An original signature affixed is mandatory. After you have dated and signed the Motion and Questionnaire, attach all required documentation, scan all into **one** single .pdf document. Remember this is a single document.

You should now have your admission documents ready to file electronically. At this time, please have your credit card ready as the admission fee of \$211.00 will be made by credit card using the pay.gov system.

You may click here (link) or visit our website ([www.ilcd.uscourts.gov](http://www.ilcd.uscourts.gov)) to access the electronic attorney admission system now.

**United States District Court  
CENTRAL DISTRICT OF ILLINOIS**

**MOTION FOR ADMISSION TO PRACTICE  
(Complete A or B or C per instructions)**

**A.** \_\_\_\_\_ of \_\_\_\_\_  
Name of Applicant City, County, State  
seeks admission to practice generally before this court pursuant to CDIL-LR-83.5  
I, \_\_\_\_\_ of \_\_\_\_\_ am a member  
Name of Movant City, County, State  
in good standing of the bar of this court, having been admitted at (cj gemone)  
Rgqtk"Urbana "Springfield "Rock Island.  
\_\_\_\_\_ is licensed by \_\_\_\_\_, is currently in  
Name of Applicant State  
good standing and is actively engaged in the practice of law. I know \_\_\_\_\_  
Applicant  
to be of good moral character and general fitness to practice law in this court, and I recommend him/her  
for admission to the bar of this court.  
I so move.

\_\_\_\_\_  
Date Signature of Movant

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**B.** \_\_\_\_\_ of \_\_\_\_\_  
Name of Applicant City, County, State  
seeks admission to practice generally before this court pursuant to CDIL-LR-83.5.  
I am licensed by \_\_\_\_\_ and I attach a Certificate of Good Standing with this motion.  
State  
I am actively engaged in the practice of law and am of general fitness to practice law in this court.  
I so move.

\_\_\_\_\_  
Date Signature of Movant

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**C. Reciprocal Admission**

\_\_\_\_\_ of \_\_\_\_\_  
Name of Applicant City, County, State  
seeks admission to practice generally before this court pursuant to CDIL-LR-83.5.  
I am licensed in the Northern/Southern District of IL (circle one) and I attach a copy of my Certificate of  
Admission with this motion. I am in Good Standing and actively engaged in the practice of law and am  
of general fitness to practice law in this court.  
I so move.

\_\_\_\_\_  
Date Signature of Movant

<b>MOTION ALLOWED</b>	<b>ENTER</b>	U.S. District Judge / U. S. Magistrate Judge
	Date: _____	

# ADMISSION QUESTIONNAIRE

(TO BE COMPLETED BY EACH APPLICANT APPLYING FOR ADMISSION TO THE ROLL TO PRACTICE IN THE FEDERAL COURT,  
CENTRAL DISTRICT OF ILLINOIS)

NAME	HOME ADDRESS
<b>Email address:</b>	
NAME OF FIRM	OFFICE ADDRESS
<b>Telephone and Fax No. of Firm:</b>	
EDUCATION	
UNDERGRADUATE SCHOOLS ATTENDED	DEGREES
LAW SCHOOLS ATTENDED	DEGREES
STATE ADMITTED TO THE BAR	DATE OF ADMISSION
<b>Bar number:</b>	
OTHER FEDERAL COURTS WHERE ADMITTED TO PRACTICE	

<b>APPLICANT HAS READ AND IS FAMILIAR WITH:</b>	YES	NO
A. Provisions of the Judicial Code (Title 28 U.S.C., §§ 1330-1452), which pertain to jurisdiction of and venue in a United States District Court.		
B. The Federal Rules of Civil Procedure.		
C. The Federal Rules of Criminal Procedure.		
D. The Rules of the United States District Court for the Central District of Illinois.		
E. The Code of Professional Responsibility as adopted by the State of Illinois.		
<b>HAS THE APPLICANT EITHER SUCCESSFULLY COMPLETED A COURSE OF STUDY IN AN EDUCATION INSTITUTION BEFORE OR AFTER ADMISSION TO THE BAR, COVERING THE FOLLOWING SUBJECT MATTER:</b>		
A. Evidence.		
B. Civil Procedure including Federal Jurisdiction Practice and Procedure		
C. Criminal Law and Procedure		
D. Professional Responsibility		
E. Trial Advocacy		
<b>HAS THE APPLICANT ASSISTED IN THE PREPARATION OF A CASE OR CASES FOR TRIAL, EITHER CRIMINAL OR CIVIL?</b>		
If yes, number of cases assisted in the preparation.		
Were any of these Federal Court Proceedings?		
<b>HAVE YOU EVER OBSERVED A COMPLETE HEARING AT WHICH TESTIMONY IS TAKEN ON THE MERITS IN UNITED STATES DISTRICT COURT?</b>		
If yes, how many proceedings have you so observed?		
<b>HAVE YOU EVER BEEN DISCIPLINED BY ANY COURT OR STATE DISCIPLINARY AUTHORITY?</b>		
If yes, please give dates and dispositions.		

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed Name of Applicant

RULE 83.5   ADMISSION TO PRACTICE

(A)   Qualifications for Admission to Practice.

Any attorney licensed to practice law in any state or in the District of Columbia must be admitted to practice generally in this court on written motion of a member in good standing of the bar of this court, or upon the attorney's own motion accompanied by certification of good standing from the state in which the attorney is licensed, and upon payment of the fees required by law and by Local Rule 83.5(E). On motion made at the time of the written motion for admission to practice, the presiding judge may waive the admission fees for any attorney employed full time by the United States, any state, or county.

Students of accredited law schools may, upon written motion of a member in good standing of the bar of this court, be provisionally admitted to practice and may appear in this court under the supervision and direction of the sponsoring attorney. There will be no fee for provisional admission.

(B)   Oath.

All attorneys must, at the time of their admission to practice before this court, take an oath or affirmation to support the Constitution of the United States, faithfully to discharge their duties as attorneys and counselors, and to demean themselves uprightly and according to law and the recognized standards of ethics of the profession, and they must, under the direction of the clerk of this court, sign the oath of attorneys and pay the fees required by law and by Local Rule 83.5(E).

(C)   Admission to Practice in All Divisions.

Admission to practice generally in this court includes all divisions.

(D)   Reciprocal Admission.

Any attorney admitted to practice in District Courts of the Northern or Southern Districts of Illinois must be admitted to practice generally in this court upon the attorney's own motion accompanied by a copy of his/her admission certificate from the district in which the attorney is admitted, the attorney's certification that he/she is in good standing generally and upon payment of the fees required by law and Local Rule 83.5(E). Upon motion for reciprocal admission being allowed by the Court, movant will be summarily admitted to the CDIL bar.

(E)   Fees Assessed Upon Admission.

This court assesses a special \$35.00 fee to be paid by each attorney at the time of admission to practice in this court. This \$35.00 special fee is already included in

the admission fee. This \$35.00 fee will be deposited in the District Court Fund, see Local Rule 83.15.

(F) Admission Pro Hac Vice.

The court does not permit pro hac vice admissions generally. At the discretion of the presiding judge, an attorney who is duly licensed to practice in any state or the District of Columbia may file a motion seeking leave to participate in a case while his or her application for admission to practice in the Central District of Illinois is pending. The application for admission must be submitted contemporaneously with the motion for leave.

(G) Unauthorized Practice.

All attorneys who appear in person or by filing pleadings in this court must be admitted to practice in this court in accordance with this Rule. Only attorneys so admitted may practice or file pleadings in this court. Except as provided in Local Rule 83.5(F), upon entry of appearance as an attorney of record, the entry of appearance must include a certification that the attorney is a member in good standing of the bar of this court.

Any person who, before his or her admission to the bar of this court, or during his or her suspension or disbarment, exercises in this district any of the privileges of a member of the bar in any action or proceedings pending in this court, or who pretends to be entitled to do so, may be adjudged guilty of contempt of court and appropriately sanctioned.

(H) Changes Reported to the Clerk of This Court.

If at any time after admission any relevant circumstances change for an attorney (e.g., name, address, phone number, e-mail address, disciplinary status), he or she must notify the clerk of this court in writing of such change within 14 days.

(I) Admission.

Admission may be in person, by mail, or electronically. Procedures for admission will be prescribed by the clerk of this court. Admission is deemed to be as of the date the oath card is received by the clerk.

(J) Pro Bono Panel.

The Pro Bono Panel of this court consists of all attorneys admitted to practice in this court whose place of business is in the Central District of Illinois. Attorneys employed full time by the United States, the State of Illinois or a county are exempt from service on the panel. Attorneys appointed pro bono to represent

litigants may not enter into any contingent fee arrangement with their clients concerning the subject case. Statutory fees and expenses may be awarded to a pro bono attorney as provided by law.

Any attorney appointed to represent an indigent party in a civil proceeding before this Court may petition the Court for reimbursement of expenses incurred in preparation and presentation of the proceeding, subject to the procedures and regulations contained in the plan of this Court adopted June 1, 2000, governing reimbursement of expenses from the District Court Fund.