



## UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF WASHINGTON  
OFFICE OF THE CLERK  
U.S. COURTHOUSE, LOBBY LEVEL  
700 STEWART STREET  
SEATTLE, WASHINGTON 98101  
(206) 370-8400

**RAVI SUBRAMANIAN**  
District Court Executive  
Clerk of Court

**ERIC SMITS**  
Chief Deputy Clerk

### INSTRUCTIONS FOR COMPLETION OF PETITION FOR ADMISSION TO PRACTICE

Complete and submit the fillable Petition for Admission to Practice, which includes:

- Petition to Practice.
- Self-administered Oath of Attorney (signed and dated by the Petitioner as an Officer of the Court).
- Certificates of Recommendation, to be completed by members of our bar who reside or maintain a physical office within the Western District of Washington.
- Court's Case Management/Electronic Case Filing (CM/ECF) system agreement.

Submit completed Petition for Admission to Practice by uploading to [pacer.uscourts.gov](https://pacer.uscourts.gov) as directed on the [Attorney Admissions](#) page (see [Attorney Admissions Guide](#)).

Upon successful review of the Petition for Admission, the court will generate an email with instructions to pay the \$249 admission fee via [pacer.gov](https://pacer.gov).

Once payment is received, the court will email an admission confirmation, followed by a Certificate of Admission.

For questions, please contact the attorney admissions clerk.

Phone: 206-370-8400

Email: [WAWD\\_Admissions@wawd.uscourts.gov](mailto:WAWD_Admissions@wawd.uscourts.gov)



## PETITION FOR ADMISSION TO PRACTICE

COMES NOW

, Washington

State Bar ID Number \_\_\_\_\_, and respectfully petitions the above-entitled court for admission to practice before the Bar of this Court. In support of said petition, the Petitioner states as follows:

Petitioner's residence address is:

Petitioner's firm name is:

Petitioner's business address is (include suite number, city, state, and zip code):

Petitioner's primary email address is:

Business telephone number with area code is:

From the time of Petitioner's admission by the Supreme Court of Washington on \_\_\_\_\_, Petitioner has been engaged in the practice of law at \_\_\_\_\_ (city and state).

Petitioner submits herewith the certificates of two reputable members of the Bar of the above-entitled Court, setting forth what said members know of Petitioner's experience. Petitioner certifies that they have read the Federal Rules of Civil and Criminal Procedures and the Local Rules of the above Court.

Wherefore, Petitioner herein respectfully petitions that they be admitted to practice before the Bar of the United States District Court for the Western District of Washington.



## OATH OF ATTORNEY

I solemnly swear that I will support and defend the Constitution and the laws of the United States of America against all enemies, foreign and domestic; that I will and faithfully discharge my duties as a lawyer, counselor, and proctor of this Court; and that I will maintain the respect due to the courts of justice and judicial officers and I will demean myself uprightly and accordingly to law and recognized standards of ethics of the legal profession.

Petitioner herein, being first duly sworn, on oath deposes and says: That they have read the foregoing petition and that the facts stated therein are true of Petitioner's own knowledge.

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the State of Washington and the United States, that the foregoing is true and correct to the best of my knowledge and belief.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Petitioner's Signature

WSBA No.



## CERTIFICATE OF RECOMMENDATION

I, the undersigned \_\_\_\_\_, \_\_\_\_\_  
Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to  
practice as a member of the Bar of this Court. I also reside or maintain a physical office  
within the Western District of Washington. I have known  
personally for \_\_\_\_\_ years (or \_\_\_\_\_ months), and Petitioner is a person of good  
moral character. I recommend the admission of the Petitioner to the Bar of this Court.

Your Signature

Firm Name:

Firm Address:

Phone:

Email:



## CERTIFICATE OF RECOMMENDATION

I, the undersigned \_\_\_\_\_,

Washington State Bar Number \_\_\_\_\_ hereby certify that: I am admitted to practice as a member of the Bar of this Court. I also reside or maintain a physical office within the Western District of Washington. I have known \_\_\_\_\_ personally for \_\_\_\_\_ years (or \_\_\_\_\_ months), and Petitioner is a person of good moral character. I recommend the admission of the Petitioner to the Bar of this Court.

Your Signature

Firm Name:

Firm Address:

Phone:

Email:



## ATTORNEY REGISTRATION FORM for the ELECTRONIC CASE FILING SYSTEM (CM/ECF)

**Last Name:**

**First Name:**

**Middle Name:**

**Attorney Bar # and State:**

By submitting this registration form, the undersigned understands and agrees to the following:

1. The CM/ECF system is to be used for filing and reviewing electronic documents, docket sheets, and notices.
2. The PACER password, combined with your login, serves as your signature under Federal Rules of Civil Procedure 5(d)(3)(C) and 11. Therefore, you are responsible for protecting and securing this password against unauthorized use.
3. If you have any reason to suspect that your password has been compromised in any way, you are responsible for immediately notifying the court. Court staff will assess the risk and advise accordingly.
4. By signing this registration form, **you consent to receive notice electronically and waive your right to receive notice by personal service or first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(C), except with regard to service of a complaint and summons or sealed documents.** This provision does include electronic notice of the entry of an order or judgment.
5. You will continue to access court information via the Western District of Washington's website or through the Public Access to Court Electronic Records (PACER) system. A PACER login and password is required to electronically file. You can register for PACER access at their website: [pacer.uscourts.gov](https://pacer.uscourts.gov).
6. By completion of this registration form, the undersigned agrees to abide by the rules and regulations in the most recent General Order, the Electronic Filing Procedures developed by the Clerk's Office, and any changes or additions that may be made to such administrative procedures in the future.

**Signature (type "s/" and your name)**

**Date Signed**