

**UNITED STATES DISTRICT COURT**  
**NORTHERN DISTRICT OF FLORIDA**  
**OFFICE OF THE CLERK**

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TALLAHASSEE, FLORIDA 32301-7717

**MEMORANDUM**

TO: Attorneys Seeking Admission to the Northern District of Florida Bar

FROM: Jessica J. Lyublanovits, Clerk

**CONTACT: Attorney Admissions Clerk (850) 521-3531**  
111 N. Adams St., Suite 322  
Tallahassee, FL 32301-7717

RE: PROCEDURES FOR ADMISSION (**Revised 11/1/2011**)

Petition and Fee

Attached is a Petition for Admission to the Bar of this court. Local Rule 11.1 sets forth the guidelines for admission of attorneys. The attorney admission fee is **\$196** (\$176 applied to the statutory fee set by the Judicial Conference of the United States and \$20 to the Federal Bench and Bar Fund for the Northern District of Florida). This is a one time, non-refundable fee. Any attorney representing the United States or the State of Florida, and who is an employee of the United States or the State of Florida, respectively, is exempt from paying the admission fee. Attorneys must successfully complete the court's online tutorials on the local rules, and the Case Management/Electronic Case Files (CM/ECF), **prior** to petitioning the court for admission to the bar. Petitions **must** be submitted with an original Certificate of Good Standing from The Florida Bar, or the state bar in which the attorney is a member in good standing, plus the admission fee, the local rules tutorial confirmation number, and the date of the CMECF tutorial. **The Certificate of Good Standing should be dated within thirty (30) days of the date of the submitted petition.**

Completion of Tutorials

The Northern District of Florida requires attorneys seeking admission to the Bar to complete the court's online local rules tutorial, and the CM/ECF tutorial. The tutorials are available on the court's website at [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov) under the Attorney Resources link. An attorney can take the tutorials at any time. Upon successful completion of the local rules tutorial, the applicant and the Clerk's Office will automatically be provided a confirmation number. Completion of both tutorials is required by ND/FL L.R. 11.1(A) and may not be substituted or waived by any other tutorial or training session.

Attorneys will not be required to travel to a courthouse to be sworn in as a member of the bar, but will be provided an electronic Admission Certificate after their completed Petition for Admission to the Bar is submitted to the court and processed. If the Petition is in order, the Admission Certificate should be received via e-mail within seven (7) **working** days from submission of the Petition. If an attorney has need for the Petition to be expedited and processed within 3 **working** days of receipt by the Clerk's Office, a written request must be submitted using page two of the Petition.

If you do not have a copy of the Local Rules for the Northern District of Florida, you may obtain one from our web site: [www.flnd.uscourts.gov](http://www.flnd.uscourts.gov).

If you have further questions regarding admission procedures for the Northern District of Florida, please contact the attorney admission clerk in the Tallahassee Clerk's Office at (850) 521-3531.

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**PLEASE RETAIN A COPY OF ALL DOCUMENTS FOR FUTURE REFERENCE**

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*The mission of the Office of the Clerk of the Northern District of Florida is to provide superior service to the public and the Court.*

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