

INSTRUCTIONS – APPLICATION FOR ADMISSION TO PRACTICE

Applicants for admission to practice before the United States District Court for the District of Alaska must be familiar with and comply with the Local Rules of practice and procedure before this Court as well as the Federal Rules of procedure. Those rules may be accessed in the Reference section on the court’s website at [www.akd.uscourts.gov](http://www.akd.uscourts.gov). Pertinent excerpts from D.Ak. LR 83.1 are appended hereto.

The form petition available on the court’s website is in fillable Acrobat® format (.pdf) that may be completed and printed for submission. In completing the Petition for Admission, all questions must be answered fully and completely.

1. Enter the firm or agency with which you are associated and the business address, telephone, facsimile and e-mail address where indicated at the top of the form. If a sole practitioner or otherwise not associated with a firm or agency, enter the business name under which you practice, *e.g.*, “Law Office of John Smith.” Please note that you must have and provide an e-mail address if you intend to file documents with the court. *See* D.Ak. LR 5.1.
2. You must provide your full social security number. Please note that under applicable privacy rules, the court will not include more than the last four digits of your social security number in any file or record accessible to the public electronically.
3. If you have been known by any other name, disclose the full name used, dates used, and reason for name change in the attachment. The reason need not be detailed, for example, if as a result of adoption, marriage, or divorce, simply so indicate.
4. On the attachment list all courts, other than the courts of the State of Alaska, to which you are or have been admitted to practice.
5. On the attachment disclose all disciplinary actions to which you have been subjected. If you have been the subject a disciplinary action, attach a copy of the final disposition.

NOTE: Do not include the attachment if there is no information to be included on it.

The Petition, together with the admission fee and *original* Certificate of Good Standing, may be mailed to:

U.S. District Court, District of Alaska  
Attn: Admissions Clerk  
222 West Seventh Avenue, MS 4  
Anchorage, AK 99513-7564

OR

Delivered to the Clerk of the Court in the U.S. Courthouse and Federal Building, 222 West Seventh Avenue, Room 229, Anchorage, Alaska

## **Rule 83.1 Attorneys**

### **(a) Eligibility.**

(1) Except as otherwise provided in this rule, any attorney admitted to practice as an attorney and counselor at law before the courts of the State of Alaska under Part I of the Alaska Bar Rules is eligible for admission to practice in the United States District Court for the District of Alaska.

(2) Active members of the bar of this court may appear and act in all respects on behalf of parties anywhere in the District of Alaska unless the court finds good cause to require association with an active member of the bar of this court residing in the place within the district where the case is pending.

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### **(c) Procedure for Admission.**

(1) All attorneys admitted to practice before the former District Court for the Territory of Alaska on February 20, 1960, are admitted to practice in this court without further procedure for admission.

(2) Each applicant for admission must file with the clerk a petition stating:

[A] all names by which the applicant has been known;

[B] residence and office addresses; and

[C] the names and addresses of all courts before which the applicant has been admitted to practice and dates of—

(i) admission, and

(ii) suspension or other such action on account of disability or other reason in any of the jurisdictions or courts before which the applicant has practiced.

(3) The petition must be:

[A] accompanied by a certificate of good standing signed by a justice or the clerk of the Alaska Supreme Court or the Executive Director of the Alaska Bar Association bearing a date not more than ninety (90) days prior to the date of the application; and

[B] served on the Alaska Bar Association.

(4) After a twenty-day period for the filing of objections has elapsed, the court will determine whether to order admission, and, if admission is ordered, the clerk will issue a certificate of admission.

(5) The court may, on its own motion or in response to an objection, make further inquiry of the applicant or others and determine what response to objection, hearing, or other procedures are appropriate.

(6) Service of the petition on the Alaska Bar Association and the objection period does not apply for new admittees to the Alaska Bar Association if the petition for admission is filed in this court within sixty (60) days of the date the Alaska Bar Association certifies the person for admission to the Alaska Supreme Court.

(7) An accepted applicant must take an oath substantially in the form as may be prescribed from time to time by the Administrative Office of the United States Courts or by miscellaneous general order of this court.

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(i) **Professional Conduct.** Every member of the bar of this court and any attorney admitted to practice or appear in this court must:

(1) be familiar with and comply with the Standards of Professional Conduct required of the members of the State Bar of Alaska and contained in the Alaska Rules of Professional Conduct and

decisions of any court applicable thereto, except insofar as those rules and decisions are otherwise inconsistent with federal law;

(2) maintain the respect due courts of justice and judicial officers; and

(3) perform with the honesty, care, and decorum required for the fair and efficient administration of justice.

(j) **Current Address.** All persons admitted to practice before the United States District Court for the District of Alaska should notify the clerk of the court, in writing, of any change in address, telephone number, facsimile number, or e-mail address not later than thirty (30) days after the change in address, telephone or facsimile number, and/or e-mail address becomes effective.

(k) **Admission Fee.** Each applicant, other than an applicant who is practicing law in the State of Alaska under Alaska Bar Rule 43 or 43.1, applying for admission to practice in this district must pay at the time of application for admission the following fee:

(1) for admission under subsection (c), \$100.00 plus the fee required under the District Court Miscellaneous Fee Schedule promulgated by the Judicial Conference of the United States; or

(2) for admission under subsection (d), \$150.00.