

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.

The Petition for Admission is available on the court's website. All questions must be answered fully and completely.

1. Enter your firm or agency name, the business address, telephone and e-mail address. 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 provide an e-mail address if you intend to file documents with the court. See D.Ak. LR 5.1.
2. 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.
3. 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.
4. If you have been the subject of a disciplinary action, attach a copy of the final disposition.

The completed admission paperwork, 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, #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

Local Civil Rule 83.1 Attorneys

(a) Eligibility

Any attorney admitted to practice before the courts of the State of Alaska is eligible for admission to practice in the United States District Court for the District of Alaska.

(b) 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 in the form and with the attachments required by the Clerk.

(3) The petition must be served on the Alaska Bar Association.

(4) After a 21-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 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

(c) Appearance by Volunteer Pro Bono Attorney in Civil Cases

(1) A presiding judge may request a volunteer pro bono attorney to represent a self-represented litigant unable to afford counsel in a civil case pursuant to 28 U.S.C. §1915(e)(1).

(2) A volunteer pro bono attorney's representation may be all-purpose or limited in scope. A Limited Entry of Appearance may be made for a discrete purpose such as amendment of a pleading, participating at a settlement conference, filing or opposing a dispositive motion, attending a hearing(s), attending a deposition(s), conducting or responding to discovery, or attending trial. Alternatively it may be made for a specified period of time. A Limited Entry of Appearance shall specify each purpose of the appearance.

(3) Upon conclusion of a Limited Entry of Appearance, the volunteer attorney may

withdraw by filing and serving a Notice of Withdrawal.

(4) See also Administrative Guidelines for implementing Local Rule 83.1(c)

(d) Out of State Attorneys

(1) A member in good standing of the bar of another jurisdiction, who is not an active member of the bar of this court, may, upon motion, be permitted by the court to appear on behalf of a party. The court may require such counsel to associate with an active member of the bar of this court, or the court may allow counsel to appear without such association.

(2) Unless otherwise ordered by the court, the attorney applying may appear from the time of filing the motion as though it had been approved, and approvals will be deemed to be effective as of the time of filing of the motion.

(3) The motion must be submitted on the form provided by the Clerk.

(4) An attorney need not be admitted to this court to address motions related to subpoenas issued in this district in cases pending outside the District of Alaska.

(e) Attorneys for the United States Government and the Federal Public Defender Agency

(1) Any attorney representing the United States Government, or any agency thereof, or any attorney employed by the Federal Public Defender's Office may appear in particular cases in an official capacity without submitting a petition for admission, provided the attorney is admitted to practice and in good standing before the highest court of any state.

(2) If the attorney is not a resident of this District, the resident United States Attorney or Federal Public Defender, as the case may be, must be associated initially, but upon application demonstrating good cause, the court may dispense with such association.

(f) Disbarment, Suspension, and Reinstatement

(1) Whenever it appears to the court that any member of the bar of this court or any non-resident attorney permitted to appear or who has applied to appear before this court has been disbarred, suspended from practice, or convicted of a serious crime as defined by the Alaska Bar Rules, or similar authority in a state other than Alaska, the attorney will be immediately suspended from practice before this court.

(2) Unless good cause to the contrary is shown within 21 days after notice has been mailed to the attorney's last known place of business or residence, an order of suspension or disbarment will be entered for such time as the court fixes.

(3) If a suspended attorney requests, in writing, reinstatement to practice before the court, and the court has received notification that the attorney has been reinstated to

practice before the courts of the State of Alaska or such other courts where the suspended attorney practices, an order of reinstatement may be entered.

(g) Contact with Trial Jurors

See Local Civil Rule 39.5.

(h) Professional Conduct

The standards of the Alaska Rules of Professional Conduct apply to any attorney admitted to practice in this court.

(i) Current Address

All persons admitted to practice before the United States District Court for the District of Alaska should notify the Clerk of Court, in writing, of any change in address, telephone number, facsimile number, or e-mail address not later than 7 days after the change in address, telephone or facsimile number, and/or e-mail address becomes effective.

(j) 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.