



Robert L. Phelps  
Clerk of Court

**UNITED STATES DISTRICT COURT**  
Northern District of Iowa  
111 – 7th Avenue, SE Box 12  
Cedar Rapids, Iowa 52401

Phone: 319-286-2300

## **Application for Admission to Practice United States District Court – Northern District of Iowa**

Attorney admissions are governed by [Local Rule 83.1](#).

### **Qualifications for Admission**

A lawyer is qualified for admission to the bar of the district if the lawyer:

1. is currently in good standing as a lawyer admitted to practice in the state courts of Iowa; and
2. has completed a minimum of six (6) hours of legal education in the area of federal practice within the last two (2) years.

### **Procedure for Admission and Proof of Qualifications**

The attorney admission process is online through the Attorney Registration System. The Petition for Admission to Practice and the admission fee are filed through the court's Case Management/Electronic Case Files (CM/ECF) system.

All admission paperwork, including legal education courses, should be completed and saved in .pdf format prior to entering the Attorney Registration System. Please type names under all signatures. The legal education requirement should be set out on a separate sheet of paper and include the following:

- legal education course(s), seminar(s), or conference(s) attended,\*
- date(s) attended,
- location(s),
- subject(s) covered, and
- number of hours of legal education

\*Recent law school graduates may use applicable courses taken in law school.

### **Overview of the Process:**

1. Complete and save on your computer the <sup>1</sup>Petition for Admission, and <sup>2</sup>your [legal education worksheet](#).
2. Enter the Attorney Registration System to submit a request for a CM/ECF login.
3. You will receive an email to verify your e-mail address.
4. You will then receive an email with your CM/ECF login, and instructions on how to file your petition and education sheets and pay the required admission fee.
5. You receive an email when the admission process is complete.
6. A Certificate of Admission is mailed to you within approximately ten (10) working days.

**[To begin the process, click here - Begin the Attorney Admission Process](#)**

Please take the time to review the [Local Rules](#) (specifically LR 83.1) and the [Electronic Case Filing Procedures Manual](#). Any questions may be addressed to the Clerk's Office at (319) 286-2314.

### **Southern District of Iowa**

For attorneys seeking admission to the Southern District of Iowa, please visit their website at [www.iasd.uscourts.gov](http://www.iasd.uscourts.gov)

### **Bankruptcy Court**

For information regarding practicing in the Northern District of Iowa Bankruptcy Court, see [www.ianb.uscourts.gov](http://www.ianb.uscourts.gov)

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA

**Petition for Admission to Practice  
and  
Oath of Applicant**

State of Iowa

County of \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Full Name of Applicant) (City)

Iowa, do solemnly swear (or affirm) that I am currently in good standing as an attorney admitted to practice in the courts of the State of Iowa and apply now to be admitted to practice in the United States District Court for the Northern District of Iowa; and that I have completed a minimum of six (6) hours of legal education in the federal practice area within the last two years, as shown by my statement submitted with this application, and I do solemnly swear or affirm that, as an attorney and as a counsel of this court, I will conduct myself uprightly and according to law, and that I will support the Constitution of the United States.

\_\_\_\_\_  
(Telephone Number) (Fax Number) (Signature of Applicant)

\_\_\_\_\_  
(Attorney/Bar ID Number) (Print Name)

\_\_\_\_\_  
(Email Address) (Street/City/State/Zip)

**Notary**

State of Iowa

County of \_\_\_\_\_

Subscribed and sworn (or affirmed) to by the said \_\_\_\_\_ before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

**Certification**

I do hereby certify that I am acquainted with \_\_\_\_\_ of  
\_\_\_\_\_, Iowa; that (s)he is a member of the Bar of the Supreme Court of the State of Iowa,  
in good standing, and is a person of good moral character, and I hereby recommend him/her for admission as a  
member of the Bar of the United States District Court for the Northern District of Iowa.

Signed \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Justice or Judge, Court of Iowa (Signature)

\_\_\_\_\_  
Justice or Judge, Court of Iowa (Print Name)

Signed \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
Bar Member, U.S. District Court, Northern District of Iowa (Signature)

\_\_\_\_\_  
Bar Member, U.S. District Court, Northern District of Iowa (Print Name)