

UNITED STATES COURT OF APPEALS  
FOR THE SIXTH CIRCUIT  
100 EAST FIFTH STREET, ROOM 540  
POTTER STEWART U.S. COURTHOUSE  
CINCINNATI, OHIO 45202-3988

KELLY L. STEPHENS  
CLERK

TELEPHONE  
(513) 564-7000

Dear Counsel:

Admission to the bar of the Sixth Circuit is a prerequisite to practicing here. For general information regarding eligibility and procedures please see Fed. R. App. P. 46(a) and 6 Cir. R. 46(a). To apply, you must complete the attached form, as well as pay the admission fee as applicable.

Attorneys appointed by the court to represent clients in forma pauperis and who qualify under the standards of Fed. R. App. P 46 and attorneys employed by a Federal Public Defender organization created pursuant to 18 U.S.C. § 3006A shall be admitted to practice in this court without payment of a fee. **All other qualified counsel shall be admitted upon payment of an original admission fee plus a local fee of \$50.00.** For a link to the current fee schedule and instructions for electronic payments, go to <https://www.ca6.uscourts.gov/fees>. As of September 1, 2024 only electronic payments are accepted as payment for the original admission fee.

Specifically, please answer all the questions in the attached form. We do require that you identify, and provide an identification number for, if applicable, any court on which you rely for admission. We will confirm your admission with the appropriate authorities. In addition, please note the form constitutes a motion for admission. It must be signed by a member of this bar who is willing to confirm your good standing.

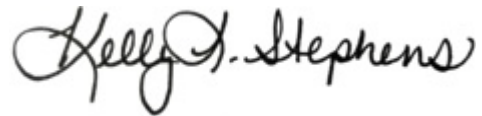
As an alternative to obtaining the signature of another member of the Sixth Circuit bar, you may provide us with a certificate of good standing, **issued in the last year**, from the Supreme Court of the United States, the highest court of a state, or from a state licensing authority which confirms your good standing. The certificate should be submitted with your other admission materials. If you choose this alternative, the Clerk will act as the movant on your admission motion.

The fully completed form, with the certificate of good standing if provided, should be submitted through the court's electronic filing system. All signatures on the application can be electronic, however the notary signature must be by hand. A comprehensive guide on setting up electronic filing privileges with the Sixth Circuit can be found here .

After you are admitted, there's no need to renew or reapply for admission unless you have been suspended or disbarred by the court. See 6 Cir. R. 46(c)(11).

If you have any questions regarding your admission or this process, I encourage you to check out the FAQ section on our website and email, call, or write this office. Thank you for your interest in the Sixth Circuit.

Sincerely,

A handwritten signature in black ink that reads "Kelly L. Stephens". The signature is written in a cursive, flowing style with a large initial "K".

Kelly L. Stephens  
Clerk of the Court

**APPLICATION:** I, \_\_\_\_\_, do hereby make application for admission to the bar of the United States Court of Appeals for the Sixth Circuit. My Personal statement showing my eligibility for membership is as follows: I am admitted to practice and sworn into the following court(s)