

Attorney Admission Guide: U.S. District Court for the District of Maryland

This guide outlines the mandatory steps for attorneys seeking admission to the bar of the United States District Court for the District of Maryland. Admission is governed by **Local Rule 701**.

1. Eligibility Requirements

To be eligible for admission, you must be an active member in good standing of:

- The **Supreme Court of Maryland**; OR
- The highest court of another state (or D.C.) **AND** an active member in good standing of another United States District Court.

2. The Application Process

The application is a multi-step digital process. Follow these steps in order:

A. Prepare Documentation

1. **Download the Application:** Obtain the *Attorney Admission Application* and *Sponsor's Motion for Admission* from the [court's website](#).
2. **Sponsor Requirement:** You must have a sponsor who is a member of the District of Maryland Bar move for your admission. They must sign the "Sponsor's Motion" section.
3. **Digital Scan:** Once signed and completed, scan the entire application (including the motion) into a single **PDF file**.

B. Online Submission

1. **File Upload:** Visit the [Bar Admission Portal](#) to upload your PDF.
2. **Payment:** Pay the non-refundable \$200.00 initial admission fee via **Pay.gov**.

3. Mandatory Admission Ceremony

After your application is reviewed (typically within **14 days**), you will receive an email notification to register for a swearing-in ceremony.

- **Timeframe:** You must register and attend a ceremony within **3 months** of approval.
- **Locations:** Ceremonies are held at the **Baltimore** (Edward A. Garmatz) or **Greenbelt** courthouse.
- **Attendance:** You and your sponsor must appear in person.

4. Post-Admission Requirements

PACER & CM/ECF Registration

Within 1-2 business days of your ceremony, you will receive your **Maryland Federal Bar Number**. You must then:

1. Log in to your **PACER** account.
2. Navigate to "Manage My Account" > "Maintenance."
3. Select **Attorney Admissions / E-File Registration**.
4. Choose "U.S. District Courts" and "Maryland" to link your account for electronic filing (CM/ECF).

Maintaining Membership

- **Renewal:** Every three years, attorneys must pay a **\$75.00 renewal fee** to remain in good standing.
- **Information Updates:** You are required by Local Rule 102.1.b to update any changes to your address, firm, or email via your PACER/CM/ECF account immediately.

Contact Information For questions regarding the process, contact the Clerk's Office Attorney Admissions at: **Email:** MDD_AttyAdmissions@mdd.uscourts.gov