

ATTORNEY ADMISSION

A. ADMISSION TO PRACTICE

The requirements for admission to the Eighth Circuit bar are provided in FRAP 46(a) and 8th Cir. R. 46A. An attorney must be a member of the Eighth Circuit bar before appearing for oral argument unless appointed to represent a party proceeding in forma pauperis. An attorney who is not a member may file briefs, motions, and pleadings. Attorneys representing the federal government and attorneys appointed under the Criminal Justice Act are exempt from payment of the attorney admission fee.

The form for admission is available from the clerk's office or may be downloaded from the court's website under FORMS. Admissions are processed by mail, although admission may be granted in open court or by the clerk of court.

The fee for admission is \$221. Checks should be made payable to the "Clerk, United States Court." Counsel will be mailed a receipt and bar certificate.

For CM/ECF users, attorneys may all apply for membership on line (under the Utilities tab) and pay the \$221.00 fee with a credit card using Pay.gov. Counsel will receive a receipt through Pay.gov and will be mailed a bar certificate.

The fee for readmission is \$10.00. Checks should be made payable to "Attorney Admission Fee Fund."

Attorneys may obtain Certificates of Good Standing by making a written request to the clerk's office and paying an \$18 service fee. Fees are subject to change, and current fee information may be found on the court's website under "Fee Schedule."

B. STUDENT PRACTICE

Any law student acting under a supervising attorney may appear and participate in proceedings in this court. The requirements are set forth in 8th Cir. R. 46B.

C. ENTRY OF APPEARANCE.

The clerk's office must be informed of the names, addresses, email addresses and telephone numbers of the attorneys participating in an appeal. Counsel who represent a party on appeal must enter an appearance with the court of appeals either on a form supplied by the clerk or by letter. Appearance forms may be downloaded from the "Forms" link on the court's website.

Counsel should complete the appearance form and immediately file it through the CM/ECF system. Individual rather than firm names should be listed on the form. Step-by-step instructions on filing an appearance are available on the court's website at the "Training" link on the homepage. If the appearance form is submitted by CM/ECF, counsel should retain a signed copy. Notification of the court's actions cannot be assured without the entry of appearance by counsel. The early filing of the form by each attorney ensures prompt communication throughout the appellate process.

D. BAN ON PRACTICE OF LAW; POSTEMPLOYMENT RESTRICTION

The restrictions on the practice of law for attorneys currently and formerly employed by the court are set forth in 8th Cir. R. 47G.

E. DISCIPLINE OF COUNSEL

A member of the bar is subject to suspension or disbarment for improper conduct and may be disciplined for failure to comply with the Federal Rules of Appellate Procedure or Eighth Circuit Rules. *See* FRAP 46(c). Counsel should notify the clerk's office promptly of any problem in a pending appeal. The clerk works with counsel to resolve procedural or other problems that could result in disciplinary action. Failure to meet briefing deadlines or submit timely motions for extensions of time may result in the issuance of an order directing counsel to show cause why discipline should not be imposed.