

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR ADMISSION TO THE BAR

- (1) THE FOLLOWING MATERIALS MUST BE SUBMITTED:
- a. **APPLICATION** (Typed or Printed) - Answer **all** questions **completely** including your **permanent** six digit Massachusetts Board of Bar Overseers identification number and your exact date of admission to the Massachusetts Supreme Judicial Court. **Applications without this information will be returned as incomplete.**
  - b. **SJC CERTIFICATE** - An official Certificate of Good Standing from the Supreme Judicial Court of Massachusetts (617-557-1050), dated within 90 (ninety) days of application submission, attesting to your membership in the Massachusetts Bar must be filed with your application. **Applications without such a certificate will be returned as incomplete.**
- (2) DELIVER OR MAIL THE COMPLETED APPLICATION TO:
- Tracy McLaughlin  
Bar Liaison - Suite 2-300  
United States District Court  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way  
Boston, MA 02210**
- (3) The admissions ceremonies are held monthly in Boston with the specific date posted on our website. Ceremonies are conducted in May and November in Springfield and in April and October in Worcester. Please denote your preference of location where indicated on the application. Effective June 1, 2004, the admission fee is **\$200.00** payable by personal or law firm check made payable to “Clerk - U.S.D.C. - MA”. **Please bring this check with you to the ceremony. DO NOT MAIL THE CHECK TO THIS OFFICE.**
- (4) By submitting the Application for Admission you are also agreeing to participate in the Case Management/Electronic Case Files (CM/ECF) program for the District of Massachusetts. You will receive your ECF login and password by e-mail from “Cmecf Registrar” after you have been formally admitted and your record has been added to the CM/ECF system. This may take approximately two (2) weeks. You do not need to submit a separate registration for Electronic Case Filing.
- (5) Applicants will be notified of the date, time and place of the admission ceremony via e-mail approximately two (2) weeks prior to the scheduled admission date. If you have any questions call 617-748-9165 or e-mail [Tracy\\_McLaughlin@mad.uscourts.gov](mailto:Tracy_McLaughlin@mad.uscourts.gov) .

(1/17/08)