

## Frequently Asked Questions:

### Seminar Registration vs. Application for Admission:

The process for becoming admitted to the bar of the Southern District of Ohio requires attendance at the Southern District of Ohio Federal Court Practice Seminar and submission of an Application for Admission to the Bar. See S.D. Ohio Civ. R. 83.3(c)(1).

### How do I register for the Federal Court Practice Seminar?

Print and complete the registration form from the Court's website <http://www.ohsd.uscourts.gov/attorneyinfo.htm>. Submit your payment and the seminar registration form to the Federal Bar Chapter at the address listed on the registration form. The registration form is not up on the Court's website all the time. The registration form is added to Court's website approximately 30 days before the seminar.

### How do I apply for admission to practice in the United States District Court for the Southern District of Ohio?

Print and complete both the Cover Sheet for Bar Application and the Application for Admission location on the Court's website <http://www.ohsd.uscourts.gov/attorneyinfo.htm>. Submit your payment and both forms, together with any supporting material, to the Clerk's Office in the city in which you intend to be sworn in. Late applications will not be accepted. The deadline for submitting your Application for Admission can be found on the Court's website <http://www.ohsd.uscourts.gov/attorneyinfo.htm>.

### Do I send the seminar registration form, the Cover Sheet, and the Application for Admission to the same place?

**No.** The registration form and fee for the seminar is to be sent to the Federal Bar Association. The address is on the seminar registration form.

The Cover Sheet for Bar Application, the Application for Admission to practice in the Southern District of Ohio and the admission fee is to be mailed to the Clerk's Office in the city in which you intend to be sworn in. The swearing in ceremony will take place at the conclusion of the seminar in each city.

### Where should I send the money?

Your check for the registration fee for the seminar should be sent to the Federal Bar Association with your seminar registration. The appropriate registration fee can be found on the seminar registration form.

The check for your admission fee is required with your Application for Admission to practice in federal court. Send that check, your Cover Sheet and your Application for Admission to the Clerk's Office in the city in which you intend to be sworn in.

**I am already admitted to practice in the Southern District of Ohio. Can I still attend the seminar for CLE credit only?**

**Yes.** If you are attending the seminar solely for CLE credit, you only need to complete the seminar registration form and mail that form and your check to the person listed on the seminar registration form.

**Do I have to wait for confirmation from the FBA that my seminar registration has been received/accepted before I submit my Application for Admission to the Bar?**

**No.** It is best to submit your registration form to the Federal Bar Association at the same time you submit your Application for Admission to the Bar. If there is no space available at the seminar or there is a problem with your seminar registration or admission application, you will be notified.

**What happens if I miss the deadline for submitting my Application for Admission to the Bar?**

The Court will not accept late Applications for Admission. If you miss the deadline in one city, you can send your application to one of the other cities if the relevant deadline has not passed and the Clerk is still accepting applications. If deadlines have expired in all three cities, you will need to wait until the next time applications are accepted.

**I registered for the seminar on time but I missed the deadline for submitting my Application for Admission.**

If you miss the deadline for submitting your application for admission, you may submit your application for the next available swearing in ceremony within the district.