



Attorney Admissions

Attorneys must be admitted to practice before the United States District Court for the District of Minnesota in order to appear before the court in any case or to gain access to the CM/ECF filing system. [Local Rule 83.5](#) governs the court's bar admission procedures. Below is a summary of the various types of attorney admissions to the District of Minnesota. These summaries are intended to be a helpful guide in understanding our admission process and should not serve as a substitute for the local rules.

Petition - L.R. 83.5 (b) and (c)

Attorneys may be admitted by petition if they are admitted to and in good standing with the Minnesota Supreme Court. Once admitted by petition, the attorney may appear in any case in the district by filing a notice of appearance in CM/ECF. Attorneys admitted by petition have full admission status.

Procedure – The applicant must complete and submit the Petition for Admission form. In addition, two members of the bar of the District of Minnesota must submit certificates in support of the applicant's petition. The applicant and one current member of the bar must appear in person for an admission ceremony where the bar member must move for the applicant's admission. The applicant must also take an oath in open court. A \$200 admission fee must be paid to the clerk's office immediately after the ceremony. Once admitted, a CM/ECF login and password will be created and emailed to the attorney.

Pro Hac Vice – L.R. 83.5 (d)

Attorneys who reside outside of Minnesota and who are members in good standing of a bar of a federal district court may be admitted pro hac vice in any existing case in the District of Minnesota. Attorneys admitted pro hac vice have admission status on a per case basis.

Procedure – A member of the bar of the District of Minnesota (local counsel) must file a motion in CM/ECF using the Motion for Admission Pro Hac Vice form for the non-resident attorney. (A separate motion must be filed for a bar member who does not reside in Minnesota to obtain permission to serve as local counsel.) A \$100 pro hac vice motion fee must be paid, **per case**, using Pay.gov at the same time the motion is filed in CM/ECF. Once admitted, a CM/ECF login and password will be created and emailed to the attorney.

Pro Hac Vice – U.S. Government Attorney - L.R. 83.5 (e)

Attorneys who are employed by the United States of America and are representing the United States of America in any case filed in the District of Minnesota may be admitted pro hac vice as a government attorney. Attorneys admitted pro hac vice have admission status on a per case basis.

Procedure – The government attorney must file a motion in CM/ECF using the Motion for Admission Pro Hac Vice of U.S. Government Attorneys form in the case. If the attorney does not have a CM/ECF account or a local attorney to file the form in the case, the form may be emailed to the ECF Helpdesk in PDF format for filing in the case. The government attorney must either: (1) be a member in good standing of the bar of a federal court of appeals or a federal district other than this court; or (2) associate with an attorney from the United States Attorney's Office for the District of Minnesota. The filing fee is waived. Once admitted, the attorney will be emailed a CM/ECF login and password if the attorney does not already have one.

Special Permission – U.S. Government Attorney - L.R. 83.5 (a)(2)(C)

This admission status is intended for U.S. government attorneys who will be representing the United States of America in a series of cases or several cases over a significant time span. Specially admitted attorneys may appear in any case in the District of Minnesota in which they represent the United States of America. Once admitted specially, these attorneys may simply file a notice of appearance in any case they wish to appear. Specially admitted attorneys are not considered members of the court's bar.

Procedure – The requesting attorney must complete and deliver the Request to Practice by Special Permission for U.S. Government Attorneys form. Once the form is submitted, there is no need to resubmit the request to practice by Special Permission. There is no fee assessed for

this request. Once specially admitted, a CM/ECF login and password will be created and emailed to the attorney.

MDL Registration for CM/ECF Filing Privileges (not an admission status)

Non-resident attorneys who are involved in a Multi District Litigation (MDL) cases may request CM/ECF access to file in MDL cases only. These MDL attorneys are not admitted to the District of Minnesota and only have filing access for MDL cases. Please note that MDL Registration is for MDL cases only. If a case is not part of an MDL, the attorney must use the pro hac vice admission procedures to appear as counsel in a case.

Procedure – The requesting attorney must complete and email the Electronic Filing Registration Form for MDL Attorneys to the ECF Helpdesk. There is no fee assessed for this request. Once the form is processed by court staff, a CM/ECF login and password will be created and emailed to the attorney.

Approved Forms and Instructions for Filing

All of the above methods of admission have associated forms and instructions for filing available at the Court Forms section of the website under the [Attorney Forms](#) section. Please [click here](#) to access the Court Forms webpage.

Questions

For any questions about the admissions process or types of admission, please contact the ECF Helpdesk at ecfhelpdesk@mnd.uscourts.gov or an attorney admission's clerk at 651-848-1100.