



Federal Bar Association

Hampton Roads Chapter

December 11, 2019

To: New Admittees of the Virginia State Bar

**Re: Introduction to Federal Practice Seminar and Admission Ceremony –
January 24, 2020 at the Norfolk Federal Courthouse**

Dear Counsel:

Congratulations on your admission to the Virginia State Bar!

The Hampton Roads Chapter of the Federal Bar Association is pleased to announce our annual Introduction to Federal Practice Seminar and Admission Ceremony. This unique event allows newly-admitted Virginia attorneys, as well as others new to practice in the Eastern District of Virginia, to learn more about keys to success in federal court in Hampton Roads, to meet federal judges, and to be admitted to practice in the United States District Court for the Eastern District of Virginia. This event will be held on Friday, January 24, 2020, at the Walter E. Hoffman United States Courthouse, located at 600 Granby Street, Norfolk, Virginia.

The Seminar will run from 1:00 p.m. to 3:45 p.m. and will include presentations from the Honorable Mark S. Davis, Chief Judge, Eastern District of Virginia, and the Honorable Douglas E. Miller, United States Magistrate Judge, as well as the Supervisor of the Norfolk/Newport News Division Clerk's Office. Additionally, this year's event will feature two experienced federal practitioners, who will share their tips for navigating federal court and finding success with your first federal case. We anticipate receiving credit for 2.0 hours of live CLE credit for this Seminar from the Virginia MCLE Board. **The Admission Ceremony will begin at 4:00 p.m.**, and participants are requested to **arrive by 3:45 p.m.** You are invited to participate in both portions of this event; however, you may choose to attend either. Attendance at the Seminar is not a requirement for participation in the Admission Ceremony, and vice versa.

To register for the Seminar, please complete the enclosed registration form and return it, along with a check made payable to the Hampton Roads Chapter of the Federal Bar Association to the address listed by **January 21, 2020**. If you are not yet a member of the Federal Bar Association and are interested in joining please also complete the enclosed application for FBA membership, or register online at www.fedbar.org. If you choose to join, you will receive a discount on the cost of the Seminar, along with a host of other benefits attendant with FBA membership. You may submit your FBA membership application with a separate check for applicable dues along with the Seminar registration form, and we will ensure it is promptly processed.

To participate in the Admission Ceremony, please contact Mrs. Susan Cherry, Courtroom Deputy, at (757) 222-7224 by noon on **January 23, 2020**. Complete the enclosed "Application to Qualify as an Attorney of the United States District Court for the Eastern District of Virginia," and send your application, a check for \$181.00 made payable to "Clerk, U.S. District Court," and a copy of your Virginia Bar card to the Clerk's Office, United States District Court, Walter E. Hoffman United States Courthouse, 600 Granby Street, Norfolk, Virginia 23510. Additional information about how to request a Certificate of Good Standing, which will qualify you to practice before the United States District Court for the Western District of Virginia, is included on the enclosed within. There is an additional fee of \$19.00 for the Certificate of Good Standing. Please note that the admission fee is waived for law clerks currently working for Judges of the Eastern District of Virginia, as is the Seminar registration fee.

At the Admission Ceremony, it will be my privilege to serve as the movant for the admission of all attendees, after which you will take the Oath of Admission in open court before Judges of the United States District Court for the Eastern District of Virginia.

Following the Admission Ceremony, there will be a short reception to allow participants to meet with the Judges, other court personnel, and members of the FBA Hampton Roads Chapter. Seminar attendees are welcome to attend the reception, even if they choose not to participate in the Admission Ceremony.

Please be aware of the security requirements of the federal courthouse. **You must present a government-issued picture identification and leave any electronic devices, including cell phones, in your vehicle or at home.** They will not be allowed in the courthouse and you will be turned away if you bring them with you. There are no lockers available to store these items while visiting the building. Individuals must pass through a magnetometer, may be subject to additional screening with a hand-held wand, and all bags will be x-rayed and subject to manual search by Court Security Officers. Please allow time for security screening when planning your arrival on January 24, 2020.

Again, my sincere congratulations on your admission to the Bar. If you have any questions, or need any additional information about the Seminar or Admission Ceremony, please do not hesitate to contact me directly at (757) 457-0890 or skatchmar@gmail.com. I look forward to seeing you on January 24, 2020, and welcoming you to federal practice in Hampton Roads.

Sincerely,



Suzanne V. Katchmar
President
Federal Bar Association,
Hampton Roads Chapter

Enclosures



Federal Bar Association

The Hampton Roads Chapter of
The Federal Bar Association proudly presents its

Annual Introduction to Federal Practice Seminar and Admission Ceremony

Please join us for a unique opportunity to meet key staff and learn about practicing in the Eastern District of Virginia, Norfolk/Newport News Division. A United States District Judge and Magistrate Judge, along with a representative of the Clerk's Office and two experienced federal practitioners, will provide an inside view and essential pointers for new attorneys interested in appearing in federal court. We anticipate that this Seminar will be approved for 2 hours of live CLE credit by the Virginia MCLE Board.

When Friday, January 24, 2020 at 1:00 p.m.
(Admission Ceremony will begin at 4:00 p.m.)

Where: Walter E. Hoffman United States Courthouse
600 Granby Street
Courtroom Five (First Floor)
Norfolk, Virginia 23510

Cost: \$20.00 for current members of the Federal Bar Association
and those who submit FBA application materials in
connection with this Seminar

\$30.00 for non-members of the Federal Bar Association

Free for current law clerks to Judges of the E.D. Va.

Full Name: _____

Telephone: _____ Email: _____

Please complete the above information and send this form, along with a check for the Seminar payable to the "Hampton Roads Chapter of the Federal Bar Association," c/o Chapter Vice President Clark J. Belote, Kaufman & Canoles, 150 West Main Street, Norfolk, Virginia 23510, **no later than January 21, 2020.**

_____ Yes! I would like to join the Federal Bar Association and have also enclosed a completed membership application and a separate check in the appropriate amount for dues made payable to the "Federal Bar Association."

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA**

FERNANDO GALINDO
CLERK OF COURT

MARK S. DAVIS
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE
NORFOLK/NEWPORT NEWS DIVISIONS**

Applicants are required to take the Oath of Admission in open court before a U.S. District or Magistrate Judge. Admissions to practice are conducted in open court, Monday through Friday, according to the court's schedule. The requirements of Local Rule 83.1(C) must have been met and an application completed. The applicant must (1) arrange to have an attorney (the movant) previously admitted to the Eastern District accompany the applicant to the court proceeding to make an oral motion for the applicant's admission, (2) obtain the movant's available dates, and (3) call Mrs. Susan Cherry, at (757) 222-7224 to arrange an appointment for admission.

The application (all signatures must be original) must be filed with the Clerk's Office well in advance of the admission date, but must be in the Clerk's Office no later than the business day preceding the scheduled admission. A current copy of the applicant's Virginia Bar card must be attached to the application. The \$181.00 admission fee is due at the time of admission. The Clerk is prohibited from accepting it in advance.

The applicant and movant should report to the courtroom at least 15 minutes before the scheduled time of the admission proceeding. After taking the oath, the applicant should take the application to the Clerk's Office and pay the required \$181.00 fee (payment made payable to "Clerk, U.S. District Court"). Additionally, an applicant may request a Certificate of Good Standing, for \$19.00. The certificate will qualify the applicant to practice before the U.S. District Court for the Western District of Virginia.

The Clerk's Office will prepare and mail a Certificate of Admission and the Certificate of Good Standing to the applicant a few days following the court proceeding.

Applicants desiring to be admitted via a Certificate of Good Standing from the Western District of Virginia should submit the certificate with a letter, to the Clerk's Office for filing.

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
NORFOLK/NEWPORT NEWS DIVISION**

**APPLICATION TO QUALIFY AS AN ATTORNEY OF THE
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA**

To: The Honorable Judges of the United States District Court for the Eastern District of Virginia

PERSONAL STATEMENT

FULL NAME (NO INITIALS PLEASE) _____
Virginia State Bar Identification Number _____
Firm Name _____
Firm Phone Number _____ Direct Dial Number _____
FAX Number _____
E-MAIL Address _____
Office Mailing Address _____
Date of Birth _____
I was born in (City, State, Country) _____
My mother's maiden name is (was) _____
I was naturalized at _____ (Place) on _____ (Date)
I have been a practitioner since _____

I have not been reprimanded in any court nor has there been any action in any court pertaining to my conduct or fitness as a member of the bar. I am qualified to practice in the Supreme Court of Virginia.

I hereby certify that within ninety (90) days prior to the submission of this application I have read (a) The Federal Rules of Civil Procedure, (b) The Federal Rules of Criminal Procedure, (c) The Local Rules of this Court and (d) The Federal Rules of Evidence.

I understand the Court's policy concerning Electronic Case Filing (ECF) and certify that I will be registered for ECF within 90 days, and will update my registration as directed.

(Applicant's Signature)

Subscribed and sworn to before me this _____ day of _____, 20____

(Notary Public)

My commission expires: _____

We, the undersigned, do certify that we are members of the bar of this Court, not related to the applicant; that we know the applicant personally, that the said applicant possesses all of the qualifications required for admission to the bar of this Court; that we have examined the applicant's personal statement. We affirm that his/her personal and professional character and standing are good.

(Signature)

(Signature)

(Typed or Printed Name) (Virginia Bar Number)

(Typed or Printed Name) (Virginia Bar Number)

Are you interested in criminal appointments pursuant to the Criminal Justice Act? _____

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Western District of Virginia? Yes _____ No _____ (An additional \$19.00 fee required)

OATH ON ADMISSION

I do solemnly swear (or affirm) that I will demean myself as an attorney and counselor of this Court, uprightly and according to law; and that I will support the Constitution of the United States, so help me God.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Date:

Signature:

Sworn and subscribed before me,

_____, Deputy Clerk Date: _____

Admitted on motion of: _____

**A COPY OF YOUR VIRGINIA BAR CARD
MUST BE ATTACHED TO THIS APPLICATION**

Federal Bar Association Application for Membership

The Federal Bar Association offers an unmatched array of opportunities and services to enhance your connections to the judiciary, the legal profession, and your peers within the legal community. Our mission is to strengthen the federal legal system and administration of justice by serving the interests and the needs of the federal practitioner, both public and private, the federal judiciary, and the public they serve.

Advocacy

The opportunity to make a change and improve the federal legal system through grassroots work in over 90 FBA chapters and a strong national advocacy.

Networking

Connect with a network of federal practitioners extending across all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands.

Leadership

Governance positions within the association help shape the FBA's future and make an impact on the growth of the federal legal community.

Learning

Explore best practices and new ideas at the many Continuing Legal Education programs offered throughout the year—at both the national and chapter levels.

Expand your connections, advance your career

THREE WAYS TO APPLY TODAY: Join online at www.fedbar.org; Fax application to (571) 481-9090; or Mail application to FBA, PO Box 79395, Baltimore, MD 21279-0395. For more information, contact the FBA membership department at (571) 481-9100 or membership@fedbar.org.

Applicant Information (Please print legibly and complete both sides of the application)

First Name	M.I.	Last Name	Suffix (e.g. Jr.)	Title (e.g. Attorney At Law, Partner, Assistant U.S. Attorney)	
<input type="radio"/> Male <input type="radio"/> Female	Have you been an FBA member in the past? <input type="radio"/> yes <input type="radio"/> no		Is this your business or home address? <input type="radio"/> business <input type="radio"/> home		
Firm/Company/Agency		Number of Attorneys	Address		Suite/Floor
Phone	Email Address		City	State	Zip Country

Bar Admission and Law School Information (required)

U.S.	*Court of Record: _____
	State/District: _____ Original Admission: / /

Foreign	*Court/Tribunal of Record: _____
	Country: _____ Original Admission: / /

Tribal	*Court of Record: _____
	State: _____ Original Admission: / /

Students	Law School: _____
	State/District: _____ Expected Graduation: / /

Clerk	Court _____
	State: _____

*Court of Record: Name of first court in which you were admitted to practice.

Authorization Statement

By signing this application, I hereby apply for membership in the Federal Bar Association and agree to conform to its Constitution and Bylaws and to the rules and regulations prescribed by its Board of Directors. I declare that the information contained herein is true and complete. I understand that any false statements made on this application will lead to rejection of my application or the immediate termination of my membership. I also understand that by providing my fax number and e-mail address, I hereby consent to receive faxes and e-mail messages sent by or on behalf of the Federal Bar Association, the Foundation of the Federal Bar Association, and the Federal Bar Building Corporation.

Signature of Applicant _____	Date _____
------------------------------	------------

(Signature must be included for membership to be activated)
 *Contributions and dues to the FBA may be deductible by members under provisions of the IRS Code, such as an ordinary and necessary business expense, except 4.5 percent which is used for congressional lobbying and is not deductible. Your FBA dues include \$15 for a yearly subscription to the FBA's professional magazine.

Application continued on the back



Federal Bar Association

Membership Categories and Optional Section, Division, and Chapter Affiliations

Membership Levels

Sustaining Membership

Members of the association distinguish themselves when becoming sustaining members of the FBA. Sixty dollars of the sustaining dues are used to support educational programs and publications of the FBA. Sustaining members receive a 5 percent discount on the registration fees for all national meetings and national CLE events.

	Private Sector	Public Sector
Member Admitted to Practice 0-5 Years.....	<input type="radio"/> \$170	<input type="radio"/> \$150
Member Admitted to Practice 6-10 Years	<input type="radio"/> \$235	<input type="radio"/> \$215
Member Admitted to Practice 11+ Years	<input type="radio"/> \$285	<input type="radio"/> \$245
Retired (Fully Retired from the Practice of Law)	<input type="radio"/> \$170	<input type="radio"/> \$170

Active Membership

Open to any person admitted to the practice of law before a federal court or a court of record in any of the several states, commonwealths, territories, or possessions of the United States or in the District of Columbia.

	Private Sector	Public Sector
Member Admitted to Practice 0-5 Years.....	<input type="radio"/> \$110	<input type="radio"/> \$85
Member Admitted to Practice 6-10 Years	<input type="radio"/> \$170	<input type="radio"/> \$145
Member Admitted to Practice 11+ Years	<input type="radio"/> \$215	<input type="radio"/> \$175
Retired (Fully Retired from the Practice of Law)	<input type="radio"/> \$110	<input type="radio"/> \$110
Clerk of Court*	<input type="radio"/> \$0	<input type="radio"/> \$0

*Clerk of Court of a Federal or tribal court who is admitted to the practice of law

Associate Membership

Clerk of Court Associate

Clerk of Court of a Federal or tribal court who is not admitted to the practice of law \$0

Foreign Associate

Admitted to practice law outside the U.S. \$215

Law Student Associate

First year student (includes four years of membership)	<input type="radio"/> \$50
Second year student (includes three years of membership)	<input type="radio"/> \$30
Third year student (includes two years of membership)	<input type="radio"/> \$20
One year only option	<input type="radio"/> \$20

All first, second and third year student memberships include an additional free year of membership starting from your date of graduation.

Dues Total: _____

Practice Area Sections

<input type="radio"/> Admiralty Law.....	\$25	<input type="radio"/> Intellectual Property Law.....	\$15
<input type="radio"/> Alternative Dispute Resolution ..	\$15	<input type="radio"/> International Law	\$15
<input type="radio"/> Antitrust and Trade Regulation...	\$15	<input type="radio"/> Labor and Employment Law	\$15
<input type="radio"/> Banking Law	\$20	<input type="radio"/> LGBT Law.....	\$15
<input type="radio"/> Bankruptcy Law.....	\$25	<input type="radio"/> Qui Tam Section.....	\$15
<input type="radio"/> Civil Rights Law	\$15	<input type="radio"/> Securities Law Section	\$0
<input type="radio"/> Criminal Law.....	\$10	<input type="radio"/> Social Security.....	\$10
<input type="radio"/> Environment, Energy, and Natural Resources	\$15	<input type="radio"/> State and Local Government Relations.....	\$15
<input type="radio"/> Federal Litigation	\$20	<input type="radio"/> Taxation	\$15
<input type="radio"/> Government Contracts.....	\$20	<input type="radio"/> Transportation and Transportation Security Law	\$20
<input type="radio"/> Health Law.....	\$15	<input type="radio"/> Veterans and Military Law.....	\$20
<input type="radio"/> Immigration Law	\$10		
<input type="radio"/> Indian Law	\$15		

Career Divisions

<input type="radio"/> Corporate & Association Counsel (in-house counsel and/or corporate law practice)	\$20
<input type="radio"/> Federal Career Service (past/present employee of federal government)	N/C
<input type="radio"/> Judiciary (past/present member or staff of a judiciary)	N/C
<input type="radio"/> Senior Lawyers* (age 55 or over)	\$10
<input type="radio"/> Younger Lawyers* (age 40 or younger or admitted less than 10 years)	N/C
<input type="radio"/> Law Student Division	N/C

*For eligibility, date of birth must be provided.

Sections and Divisions Total: _____

Chapter Affiliation

Your FBA membership entitles you to a chapter membership. Local chapter dues are indicated next to the chapter name (if applicable). If no chapter is selected, you will be assigned a chapter based on geographic location. *No chapter currently located in this state or location.

Alabama <input type="radio"/> Birmingham <input type="radio"/> Montgomery <input type="radio"/> North Alabama	Illinois <input type="radio"/> Central District of Illinois-\$25 <input type="radio"/> Chicago <input type="radio"/> P. Michael Mahoney (Rockford, Illinois) Chapter <input type="radio"/> Southern District of Illinois <input type="radio"/> Indiana <input type="radio"/> Indianapolis <input type="radio"/> Northern District of Indiana <input type="radio"/> Inland Empire <input type="radio"/> Los Angeles <input type="radio"/> Northern District of California <input type="radio"/> Orange County <input type="radio"/> Sacramento <input type="radio"/> San Diego <input type="radio"/> San Joaquin Valley Colorado <input type="radio"/> Colorado Connecticut <input type="radio"/> District of Connecticut Delaware <input type="radio"/> Delaware District of Columbia <input type="radio"/> Capitol Hill <input type="radio"/> D.C. <input type="radio"/> Pentagon Florida <input type="radio"/> Broward County <input type="radio"/> Jacksonville <input type="radio"/> North Central Florida-\$25 <input type="radio"/> Orlando <input type="radio"/> Palm Beach County <input type="radio"/> South Florida <input type="radio"/> Southwest Florida <input type="radio"/> Tallahassee <input type="radio"/> Tampa Bay Georgia <input type="radio"/> Atlanta-\$10 <input type="radio"/> Southern District of Georgia Chapter Hawaii <input type="radio"/> Hawaii Idaho <input type="radio"/> Idaho	Illinois <input type="radio"/> Central District of Illinois-\$25 <input type="radio"/> Chicago <input type="radio"/> P. Michael Mahoney (Rockford, Illinois) Chapter <input type="radio"/> Southern District of Illinois <input type="radio"/> Indiana <input type="radio"/> Indianapolis <input type="radio"/> Northern District of Indiana <input type="radio"/> Inland Empire <input type="radio"/> Los Angeles <input type="radio"/> Northern District of California <input type="radio"/> Orange County <input type="radio"/> Sacramento <input type="radio"/> San Diego <input type="radio"/> San Joaquin Valley Colorado <input type="radio"/> Colorado Connecticut <input type="radio"/> District of Connecticut Delaware <input type="radio"/> Delaware District of Columbia <input type="radio"/> Capitol Hill <input type="radio"/> D.C. <input type="radio"/> Pentagon Florida <input type="radio"/> Broward County <input type="radio"/> Jacksonville <input type="radio"/> North Central Florida-\$25 <input type="radio"/> Orlando <input type="radio"/> Palm Beach County <input type="radio"/> South Florida <input type="radio"/> Southwest Florida <input type="radio"/> Tallahassee <input type="radio"/> Tampa Bay Georgia <input type="radio"/> Atlanta-\$10 <input type="radio"/> Southern District of Georgia Chapter Hawaii <input type="radio"/> Hawaii Idaho <input type="radio"/> Idaho	Nevada <input type="radio"/> Nevada New Hampshire <input type="radio"/> New Hampshire-\$10 New Jersey <input type="radio"/> New Jersey New Mexico <input type="radio"/> New Mexico New York <input type="radio"/> Eastern District of New York <input type="radio"/> Southern District of New York <input type="radio"/> Western District of New York North Carolina <input type="radio"/> Eastern District of North Carolina <input type="radio"/> Middle District of North Carolina <input type="radio"/> Western District of North Carolina North Dakota <input type="radio"/> North Dakota Ohio <input type="radio"/> Cincinnati/Northern Kentucky-John W. Peck <input type="radio"/> Columbus <input type="radio"/> Dayton <input type="radio"/> Northern District of Ohio-\$10 Oklahoma <input type="radio"/> Eastern District of Oklahoma <input type="radio"/> Northern/Eastern Oklahoma Oregon <input type="radio"/> Oregon Pennsylvania <input type="radio"/> Eastern District of Pennsylvania <input type="radio"/> Middle District of Pennsylvania <input type="radio"/> Western District of Pennsylvania Montana <input type="radio"/> Montana Nebraska <input type="radio"/> Nebraska	Puerto Rico <input type="radio"/> Hon. Raymond L. Acosta/ Puerto Rico-\$10 Rhode Island <input type="radio"/> Rhode Island South Carolina <input type="radio"/> South Carolina South Dakota <input type="radio"/> South Dakota Tennessee <input type="radio"/> Chattanooga <input type="radio"/> Knoxville Chapter <input type="radio"/> Memphis <input type="radio"/> Mid-South <input type="radio"/> Nashville <input type="radio"/> Northeast Tennessee Texas <input type="radio"/> Austin <input type="radio"/> Dallas-\$10 <input type="radio"/> El Paso <input type="radio"/> Fort Worth <input type="radio"/> San Antonio <input type="radio"/> Southern District of Texas-\$25 <input type="radio"/> Waco Utah <input type="radio"/> Utah Vermont <input type="radio"/> Vermont Virgin Islands <input type="radio"/> Virgin Islands Virginia <input type="radio"/> Northern Virginia <input type="radio"/> Richmond <input type="radio"/> Roanoke <input type="radio"/> Hampton Roads Chapter Washington* <input type="radio"/> At Large West Virginia <input type="radio"/> Northern District of West Virginia-\$20 Wisconsin <input type="radio"/> Wisconsin Wyoming <input type="radio"/> Wyoming
---	---	---	---	--

Chapter Total: _____

Payment Information

TOTAL DUES TO BE CHARGED

(membership, section/division, and chapter dues): \$ _____

Check enclosed, payable to Federal Bar Association
Credit: American Express MasterCard Visa

Name on card (please print) _____

Card No. _____

Exp. Date _____

Signature _____

Date _____