

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.

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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 comple payable to the	te the above "Hampton R	information and send this form, along with a check for the Seminar Roads Chapter of the Federal Bar Association," c/o Chapter Vice Kaufman & Canoles, 150 West Main Street, Norfolk, Virginia 23510,

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."

no later than January 21, 2020.

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
F-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	
member of the bar. I am qualified to practice in the	ere been any action in any court pertaining to my conduct or fitness as a Supreme Court of Virginia. the submission of this application I have read (a) The Federal Rules of Civil
	dure, (c) The Local Rules of this Court and (d) The Federal Rules of
I understand the Court's policy concerning Electron days, and will update my registration as directed.	ic Case Filing (ECF) and certify that I will be registered for ECF within 90
	(Applicant's Signature)
Subscribed and sworn to before me this	day of
My commission expires:	(Notary Public)
	the bar of this Court, not related to the applicant; that we know the applicant diffications required for admission to the bar of this Court; that we have examined the arsonal and professional character and standing are good.
(Signature)	(Signature)
(Typed or Printed Name) (Virginia Bar Nur	mber) (Typed or Printed Name) (Virginia Bar Number)
Are you interested in criminal appointments pur	at you may apply for admission to the United States District Court for the
Western District of Virginia?	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 correct.						
	Date:	Signature:				
	Sworn and su	oscribed before me,				
		, Deputy Clerk Date:				

A COPY OF YOUR VIRGINIA BAR CARD

MUST BE ATTACHED TO THIS APPLICATION

Admitted on motion of:

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 to Rico, and the Virgin Islands. advocacy.

Networking

Connect with a network of federal practitioners extending across all 50 states, the District of Columbia, Puer-

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 chap-

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.

irst Name	M.I. Last Name		Suffix (e.g. Jr.)	Title (e.g. Attorne	ey At Law, Partner, Assist	ant U.S. Attorney
O Male O Female	Have you been an FBA member in t	he past? O yes O	no Is this	your business or ho	me address? O busines	s O home
Firm/Company/Agency	Number of A	ttorneys	Address		Suite/Floor	
Phone	Email Address		City	State	Zip Country	у
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State:	Original Admission:		State/D	histrict:	Expected Graduat	tion: / /
Court						

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. Lunderstand 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 \$170	O \$150
Member Admitted to Practice 6-10 Years \$235	O \$215
Member Admitted to Practice 11+ Years \$285	O \$245
Retired (Fully Retired from the Practice of Law)	O \$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	\$110	O \$85
Member Admitted to Practice 6-10 Years	\$170	O \$145
Member Admitted to Practice 11+ Years	\$215	O \$175
Retired (Fully Retired from the Practice of Law)	\$110	O \$110
Clerk of Court*		🔾 \$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	O \$ C

Foreign Associate

Admitted to practice law outside the U.S	
Law Student Associate	
First year student (includes four years of membership)	

Second year student (includes three years of membership) \bigcirc \$30 Third year student (includes two years of membership) \bigcirc \$20 One year only option \bigcirc \$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

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

Career Divisions

O Corporate & Association Counsel (in-house counsel and/or	
corporate law practice)	\$20
O Federal Career Service (past/present employee of federal government)	N/C
O Judiciary (past/present member or staff of a judiciary)	N/C
O Senior Lawyers* (age 55 or over)	\$10
O Younger Lawyers* (age 40 or younger or admitted less than 10 years) .	N/C
O Law Student Division	N/C
*For eligibility, date of birth must be provided.	

Sections and Divisions Total:

Signature

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.

○ Birmingham ○ Central District of New Hampshire ○ Hon. Raymond Lacksta ○ Hon. Raymond Lectors 10 New Hampshire ○ Hon. Raymond Lectors 10 New Jersey Rhode Island ○ Hon. Raymond Lectors 10 New Jersey New Mexico ○ New Jersey Rhode Island ○ Rhode Island ○ New Jersey New Mexico ○ Rhode Island ○ New Jersey New Mexico ○ Rhode Island ○ New Jersey New Mexico ○ South Carolina ○ North Carolina ○ South Carolina ○ North Carolina <th>Alabama</th> <th>Illinois</th> <th>Nevada</th> <th>Puerto Rico</th>	Alabama	Illinois	Nevada	Puerto Rico
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Payment Information

TOTAL DUES TO BE CHARGED (membership, section/division, and chapter dues): \$	
O Check enclosed, payable to f Credit: O American Express O	
Name on card (please print)	
Card No.	Exp. Date