

**INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT
TO PRACTICE IN THE UNITED STATES DISTRICT COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

OUT-OF-STATE PETITIONERS

To be admitted to practice in the United States District Court for the Eastern and Western Districts of Arkansas, a written petition must be filed with the Clerk of Court. For this purpose, the required documents are available on the Western District of Arkansas website www.arwd.uscourts.gov under Attorney Information.

Each petitioner is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** *Certificate of Good Standing* issued by the Clerk of the State Supreme Court where you principally practice law within the last thirty (30) days and an **original** *Certificate of Good Standing* issued by the Clerk of the United States District Court where you are enrolled within the last thirty (30) days.

The *Petition for Enrollment, Personal History Statement, Attorney's Oath and Certificate(s) of Good Standing* must be accompanied by a check for the Attorney Admission Fee of \$200.00. The check should be made payable to the Clerk, U. S. District Court. The admission forms and fee should be mailed or presented to the office of the United States District Court where you intend to practice.

For attorneys practicing in the **Fort Smith Division**, the court address is:

United States District Court
Judge Isaac C. Parker Federal Building
30 South 6th Street, Room 1038
Fort Smith, Arkansas 72901-2437

For attorneys practicing in the **El Dorado, Hot Springs and Texarkana Divisions**, the court address is:

United States District Court
101 South Jackson Avenue, Room 205
El Dorado, Arkansas 71730-6133

For attorneys practicing in the **Fayetteville and Harrison Divisions**, the court address is:

United States District Court
John Paul Hammerschmidt Federal Building
35 East Mountain Street, Room 510
Fayetteville, Arkansas 72701-5354

If your petition and all supporting documents are in order, a *Certificate of Enrollment* will be sent to you by return mail.