

UNITED STATES DISTRICT COURT

DISTRICT OF HAWAII
OFFICE OF THE CLERK
300 ALA MOANA BLVD., RM C-338
HONOLULU, HAWAII 96850

SUE BEITIA
CLERK

TEL (808) 541-1300
FAX (808) 541-1303

INSTRUCTIONS FOR COMPLETING PETITION FOR ADMISSION TO PRACTICE

(1) Enter all applicable Applicant Information, (2) date and sign the Certification of Good Standing, (3) leave the Oath of Office section blank (this section will be completed upon administration of the Oath of Office).

APPLICANTS RESIDING IN HAWAII:

Applicants residing in Hawaii may be administered the Oath of Office at the U.S. District Court Clerk's Office. No appointment is necessary. Bring the following to the Clerk's Office for processing:

1. Completed and signed petition (leave Oath of Office section blank);
2. One-time admission fee of \$250.00 (**Please make checks payable to "Clerk, U.S. District Court," OR provide exact cash. The Clerk's Office does not accept credit or debit cards**);
3. An original, current (within 30 days of issuance) Certificate of Qualification from the Supreme Court of the State of Hawaii.¹

DIRECTIONS TO THE CLERK'S OFFICE:

We are located on the 3rd floor of the U.S. Courthouse, 300 Ala Moana Boulevard, Room C-338. Clerk's Office hours: M-F: 8:30-4:00. It is a five-minute walk from the Hawaii Supreme Court building, one block towards Ala Moana Blvd, on Halekauwila Street. **A government issued picture ID is required to enter the Courthouse.**

APPLICANTS OUTSIDE OF HAWAII:

Applicants outside of Hawaii may be administered the Oath of Office at any local U.S. District Court Clerk's Office, or by arrangement with a notary public. Mail the completed petition, along with the one-time admission fee of \$250.00 and an original, current (within 30 days of issuance) Certificate of Qualification from the Supreme Court of the State of Hawaii to the Clerk's Office at the address indicated above. **Please make checks payable to "Clerk, U.S. District Court," OR provide exact cash. The Clerk's Office does not accept credit or debit cards.**

The Attorney Admissions Clerk can be reached at 541-1301 for further assistance.

¹Pursuant to Local Rule 83.1(b) of the United States District Court for the District of Hawaii, after October 1, 1997, an applicant for admission to membership in the bar of this court must be an attorney who is an active member in good standing of the bar of the State of Hawaii.