



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**
300 Ala Moana Blvd. Rm. C-338
Honolulu, HI 96850
(808) 541-1300
www.hid.uscourts.gov

INSTRUCTIONS FOR PETITION FOR ADMISSION TO PRACTICE

Pursuant to LR 83.1(b), an attorney who is of good moral character and an active member in good standing of the State Bar of Hawaii is eligible to apply for membership in the bar of this court. An applicant for admission to the bar must present to the clerk a completed and signed Petition for Admission to Practice (HID 002), along with the applicable fee.

PROCESS FOR ADMITTANCE TO PRACTICE IN THE DISTRICT OF HAWAII:

1. Pass the Hawaii Bar Examination
2. Be admitted to practice by the Supreme Court of the State of Hawaii
3. Complete and sign the Petition for Admission to Practice (HID 002)
4. Submit the \$275.00 application fee (check or money order, payable to "Clerk, United States District Court, District of Hawaii" or, pay the fee on-line and e-mail your application to the Clerk's Office, *see additional instructions below.*)
5. Completed materials with payments, can also be hand delivered or mailed to: Clerk's Office, 300 Ala Moana Blvd. Rm C-338, Honolulu, Hawaii 96850 attention "Attorney Admissions", or you can apply and pay on-line:

ONLINE PAYMENT AND APPLICATION INSTRUCTIONS:

- Visit www.hid.uscourts.gov, select *Court Resources/Online Payments*.
- Click the link to make an on-line payment. (you will be routed to pay.gov to complete the payment form, make payment)
- Complete the U.S. District Court, District of Hawaii Payment Form, and email your completed petition and pay.gov receipt to: hoea_makaike@hid.uscourts.gov

A Certificate of Admission will be mailed to you, after the bar ceremony.

The Attorney Admissions Clerk can be reached at 541-1890 for further assistance.

¹ If you will be participating in an upcoming Hawaii State Bar Admission Ceremony, you do not need to provide a Certificate of Qualification. The Certificate of Qualification will be provided to this court by the Supreme Court of the State of Hawaii.