



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. Provide an original, current (within 30 days of issuance) Certificate of Qualification from the Supreme Court of the State of Hawaii¹
4. Complete and sign the Petition for Admission to Practice (HID 002)
5. Submit the \$250.00 application fee (check or money order ONLY, payable to “Clerk, United States District Court, District of Hawaii”)
6. Mail completed materials with payment to **Clerk’s Office, 300 Ala Moana Blvd. Rm C-338, Honolulu, Hawaii 96850 attention “Attorney Admissions”**
7. A Certificate of Admission and copy of your receipt for payment will be sent via U.S. Mail
8. Sign up for a CM/ECF account. Visit the court’s website at www.hid.uscourts.gov, CM/ECF Resources, Attorney Registration to complete the registration form. A CM/ECF log in and password will be emailed to you.

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