



INSTRUCTIONS FOR COMPLETING THE ATTORNEY OATH OF ADMISSION IN ABSENTIA AFTER CERTIFICATION

Pursuant to Administrative Order No.3-18 the District of Columbia has modified the procedures for completing the attorney admission process. Certified applicants may complete the swearing in process in any U.S. or foreign jurisdiction by downloading the Supplemental Questionnaire and Attorney Oath of Admission to the District of Columbia Bar and by following the instructions as outlined below.

STEPS FOR SWEARING IN

1. **Complete the Supplemental Questionnaire form.** The [Supplemental Questionnaire](#) is to be used to report changes in your status since you applied for admission. A “yes” response to any item requires additional review by the Committee on Admissions before you complete the swearing in process. If you answer “no” to all of the questions you may continue with the swearing in process. Supplemental questionnaires must be notarized no more than three days before you complete the oath.
2. **Complete the Attorney Oath of Admission form.** Certified applicants must complete the [Attorney Oath of Admission](#) within 90 days of the date of their certification letter. The oath may be administered by a notary or anyone authorized to administer oaths in any U.S. jurisdiction or territory, OR by an authorized government official or notary in a jurisdiction outside the U.S. The oath must be signed by you and the oath administrator. If the oath administrator is a judicial officer notarization is not required. Notarization is required where the oath administrator is a notary. If the oath is notarized in a language other than English, it must be accompanied by a duly authenticated translation in English.
3. **Submit Documents.** Please scan and save the Supplemental Questionnaire and executed Attorney Oath of Admission as a PDF titled: “Oath_Last Name_First Name” and email it to attyoath@dcappeals.gov. Please write “oath” in the subject line of the email. You will receive a confirmation email when the documents have been accepted. Please scan and save the Supplemental Questionnaire and executed Attorney Oath of Admission (found under the Resources, Forms, and Admissions Rules section of the [DC Court’s website](#)) as a PDF titled: “Oath_Last Name_First Name” and email it to attyoath@dcappeals.gov. Please write “oath” in the subject line of the email. You will receive a confirmation email when the documents have been accepted. Upon receipt of the confirmation email, pursuant to Rule 46 (k)(2), your admission is complete, and you may hold out that you are entitled to practice in the District of Columbia while your attorney license number (Bar ID) is pending.

After you have completed the above steps your name will be submitted to the District of Columbia Bar to verify that you have completed the admissions process and are approved to register as an attorney in District of Columbia. Names will be sent to the D.C. Bar within 10 days after receiving your confirmation email. In accordance with Rule II, Section 2 of the Rules Governing the Bar every attorney registration with the D.C. Bar is mandatory and required to maintain you license annually.

STEPS FOR REGISTRATION WITH THE D.C. BAR

1. **Complete Registration Statement.** You will receive an email from the D.C. Bar inviting you to submit your Registration Statement. This will initiate the creation of your official Bar ID (official attorney license number) and trigger the creation of your membership record. Note: If you submit your Registration Statement *prior* to the Committee on Admissions providing verification to the D.C. Bar that you are approved to register as an attorney (see above steps) it will not be processed.
2. **Manage Your License.** After receiving your Registration Statement, the D.C. Bar will provide you with an attorney license number and instructions on how to manage your license via email. You will also receive a new member kit, including your Bar Identification Card via mail. For questions regarding the Registration Form, your attorney license number, or membership card please call (202)626-3475 or visit www.dcbbar.org/membership.
3. **Complete the Mandatory Course.** After being sworn-in and registered as an attorney in the District of Columbia, you have 12 months to complete a mandatory course on the D.C. Rules of Professional Conduct and Practice. The D.C. Bar now offers an on-demand, online video presentation of the Course. Two in-person presentations of the Course will also be held to coincide with the twice-yearly in-person swearing-in ceremonies at the D.C. Court of Appeals. For more information on the Mandatory

Course, please visit www.dcbbar.org/membership/mandatory-course or contact the D.C. Bar CLE Program at (202) 626-3488. Failure to complete this course within the specified timeframe will result in administrative suspension. Issuance of your license number may take up to 30 days after registration statements have been submitted. If you wish to register for the Mandatory Course, but do not yet have your attorney license number, please contact the D.C. Bar CLE Program at (202) 626-3488.

For questions related to the swearing in process please contact the Office of Admissions: coa@dcappeals.gov or call (202)879-2710.

For questions related to attorney registration, your license number or the mandatory course, please contact Member Services at memberservices@dcbbar.org or (202)626-3475.