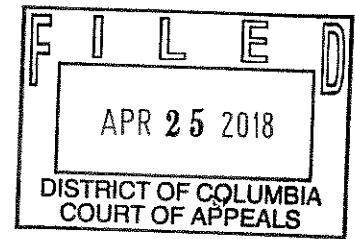


**District of Columbia  
Court of Appeals**



Administrative Order 3-18

BEFORE: Blackburne-Rigsby, Chief Judge; Glickman, Fisher, Thompson, Beckwith, Easterly, and McLeese, Associate Judges.

**ORDER**

(FILED – April 25, 2018)

WHEREAS, this court recognizes that many applicants seeking admission to the Bar of this court do not reside in the Washington, DC metropolitan area; and

WHEREAS, D.C. App. R. 46 (k) provides that an applicant for admission to the Bar of this court whose name is on an order of admission entered by the court or who is certified for admission by the Committee on Admissions, shall take the oath and sign the roll of attorneys within 90 days from the date of the admission order or the certification; and

WHEREAS, D.C. App. R. 46 (k)(2) provides that an applicant shall sign the roll of attorneys in the office of the Clerk of the Court; and

WHEREAS, D.C. App. R. 46 (l) states that an applicant shall take the “oath before the court or the Clerk of the Court . . . , unless granted permission to be admitted in absentia”; it is

ORDERED that upon receipt of notification from the Committee on Admissions, applicants shall complete the admission process within 90 days from the date of the admission order or of the certification. It is

FURTHER ORDERED that upon receipt of notification from the Committee on Admissions, applicants who have been certified for admission may complete the admission process in absentia by downloading and completing the supplemental questionnaire, and oath of admission. It is

FURTHER ORDERED that applicants wanting to be formally sworn in before the court can request to be sworn in subject to availability at the swearing-in ceremonies held in July and December. Opting to participate in a formal ceremony

does not obviate the requirement that an applicant take the oath and sign the oath form (roll of attorneys) within 90 days from the date of admission order or certification. It is

FURTHER ORDERED that an applicant who fails to take the oath and sign the oath form (roll of attorneys) within 90 days from the date of the admission order or the certification may file, within one year from the date of the order or certification, an affidavit with the Director of the Committee on Admissions explaining the cause of the delay. Upon consideration of the affidavit, the Committee may reapprove the applicant and file a supplemental motion with the court or may deny the applicant's admission and direct the applicant to file a new application for admission (*see* D.C. App. R. 46 (k) (3)). It is

FURTHER ORDERED that this administrative order is effective on April 25, 2018.

**PER CURIAM**



**District of Columbia Court of Appeals**

**ATTORNEY OATH OF ADMISSION TO THE DISTRICT OF COLUMBIA BAR**

(Repeat after Official)

I, \_\_\_\_\_ do solemnly swear (or affirm) that as a member of the Bar of this Court, I will demean myself uprightly and according to law; and that I will support the Constitution of the United States of America.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
I hereby certify that I am authorized to administer oaths in the jurisdiction of \_\_\_\_\_  
and that the foregoing oath was administered to \_\_\_\_\_  
and subscribed to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Telephone



**DISTRICT OF COLUMBIA COURT OF APPEALS  
 COMMITTEE ON ADMISSIONS  
 430 E Street NW, Room 123  
 Washington, DC 20001**

**SUPPLEMENTAL QUESTIONNAIRE**

Applicant's Name: \_\_\_\_\_ Applicant ID Number: \_\_\_\_\_

**SINCE the filing (or re-certification of, if applicable) of your application for admission to the Bar of the District of Columbia:**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Have you been arrested for, plead guilty or no contest to, or been convicted of a felony or misdemeanor charge, other than a minor traffic charge?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been adjudged liable in a civil proceeding involving a claim of fraud, conversion, breach of fiduciary duty, or legal malpractice? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been adjudged bankrupt or insolvent? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you been disbarred, suspended, reprimanded, censured, or otherwise disciplined or disqualified as an attorney, as a member of any other profession, or as a holder of any public office?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are any charges or complaints now pending concerning your conduct as an attorney, as a member of any other profession, or as a holder of any public office? .....                                  | <input type="checkbox"/> | <input type="checkbox"/> |

*If your answer is "YES" to any of the above, complete and submit this form to the Committee on Admissions with all relevant documentation concerning the matter. Do not appear for the oath of admission; certification is stayed while the Committee reviews the matter. You will be notified in writing when you may appear.*

*If all responses are "NO," present this form at the time you appear to be administered the oath.*

State of \_\_\_\_\_) ss.)  
 County of \_\_\_\_\_)  
 Subscribed and sworn to before me this \_\_\_\_\_  
 day of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Date**

**THIS FORM MUST BE NOTARIZED NO MORE THAN THREE BUSINESS DAYS BEFORE YOU APPEAR**



FOR OFFICE USE ONLY

Registration Number

Grid for registration number

THIS REGISTRATION STATEMENT MUST BE FILLED OUT COMPLETELY WHEN YOU APPEAR FOR YOUR OATH. FAILURE TO HAVE REGISTRATION COMPLETED WILL RESULT IN DELAY. YOU WILL BE BILLED BY THE D.C. BAR FOR ANNUAL DUES, ACCORDING TO BYLAW, ARTICLE III, Sec. 1, ANNUAL DUES.

(c) (1) Any person who joins the Bar between July 1 and December 31 inclusive shall pay a full year's dues; those members who join between January 1 and April 30 shall pay one-half the annual dues. Any member who joins after April 30 will not pay any dues until the following fiscal year.

All the information contained in this form is used as DIRECT input to our computer system. When filling out this form be careful to fill all information blocks clearly and legibly. Please print or type. Do not use pencil. All blocks are to be completed left to right. Do not overextend blocks. Use one alphabetic letter or one numeric character per box. Leave a blank box between words. Incorrect or illegible completion of this form will result in unnecessary delay in processing your application.

MEMBERSHIP CLASS, PREFIX, FIRST NAME, LAST NAME AND SUFFIX, ADDRESS PREFERENCE, GENDER, OFFICE ADDRESS (FIRM NAME, ADDRESS, CITY, STATE, ZIP CODE, TELEPHONE NUMBER, FAX NUMBER, E-MAIL ADDRESS)

HOME ADDRESS (ADDRESS, CITY, STATE, ZIP CODE), BIRTHDATE, TYPE OF PRACTICE

DATE YOU BECAME A MEMBER OF THE BAR OF THE DISTRICT OF COLUMBIA COURT OF APPEALS, YEAR FIRST LAW DEGREE RECEIVED

INDICATE ALL JURISDICTIONS, IN ADDITION TO THE DISTRICT OF COLUMBIA IN WHICH YOU ARE ADMITTED TO PRACTICE. ADMITTED, OTHER STATES/TERRITORIES

HAVE YOU EVER BEEN: (CHECK ALL APPLICABLE BOXES) Disbarred, Suspended, Censured or Reprimanded, Reinstated, Not Applicable. By what Court or Association

CONFIDENTIAL INFORMATION: The use of this racial/ethnic information is restricted to the D.C. Bar. This information is being requested to enhance the Bar's continuing efforts to reflect diversity within its programs, activities, and leadership and in response to the D.C. Court of Appeals Task Force on Racial and Ethnic Bias which recommended that the D.C. Bar collect such data. Racial/ethnic information will not be provided to any external individual or organization except in summary form. CHECK APPROPRIATE BOX

RACE/ETHNICITY: Native American, Asian/Pacific Islander, African American, Caucasian, Hispanic, Other

**DISTRICT OF COLUMBIA COURT OF APPEALS**  
Extracts of Rules Governing The Bar of the District of Columbia

**RULE II**  
**MEMBERSHIP**

**Section 1. Persons Included in Membership**

All members of the Bar of the District of Columbia Court of Appeals shall be members of the District of Columbia Bar subject to due compliance with the conditions and requirements of such membership. Residence in the District of Columbia shall not be a condition of eligibility to membership.

**Section 2. Periodic Registration of Attorneys**

(1) Every attorney who engages in the practice of law within the District of Columbia as defined in Rule 49(b) of the general Rules of the Court [exclusive of those described in Rule 49(c)] shall on or before July 1 of every year file with the Secretary of the Bar a registration statement setting forth his or her current residence and office addresses, email address, telephone number, other state jurisdictions in which he or she is admitted to practice including date of admission, and such other information as the Court may from time to time direct. In addition to such registration statement, every attorney shall file a supplemental statement with the Secretary of any change in the information previously submitted within thirty days of such change. An attorney who becomes newly subject to these rules shall file such a registration statement within three months, or by the following July 1, whichever is later.

(2) Any attorney who has filed a registration statement or supplement thereto in accordance with paragraph (1) above shall, upon request, be provided by the Secretary of the Bar with an acknowledgement of the receipt thereof.

(3) Any attorney who fails to file any registration statement or supplement thereto in accordance with the requirements of paragraph (1) above shall, after due notice from the Secretary of the Bar, be summarily suspended from membership by the Board of Governors and thereby shall be barred from practicing law in the District of Columbia until he or she be reinstated as provided under § 7 [§ 8] of this Rule.

(4) An attorney who has retired or is not engaged in practice as defined in Rule 4611 of the General Rules of the Court shall advise the Secretary of the Bar in writing or through such electronic means as the District of Columbia Bar may provide on its web site, that he or she desires to assume inactive status and to discontinue the practice of the law. Upon the filing of such notice, that attorney shall no longer be eligible to practice law but shall continue to file registration statements for 5 years thereafter in order that he or she may be located in the event any complaint is made about his or her conduct while he or she was engaged in practice.

(5) Upon the filing of a notice to assume inactive status, an attorney shall be removed from the roll of those classified as active unless and until he or she requests and is granted reinstatement to the active roll.

**Section 3. Mandatory Course for New Admittees**

(a) The District of Columbia Bar shall establish a course on the District of Columbia Rules of Professional Conduct and on District of Columbia practice to be presented at least six times per year.

(b) Within twelve months after admission to the District of Columbia Bar, all members admitted after July 1, 1994, shall complete the course described in paragraph (1) and shall certify compliance with this requirement in accordance with procedures established by the Bar.

(c) Any attorney admitted after July 1, 1994, who fails to complete the course described in paragraph (1) within twelve months after admission to the District of Columbia Bar shall receive written notice of noncompliance from the District of Columbia Bar. Any attorney who fails to comply within sixty days after issuance of such notice of non-compliance shall be suspended from membership in the District of Columbia Bar.

(d) Any member otherwise in good standing who is suspended for failure to complete the course described in paragraph (1) shall be reinstated as a member of the District of Columbia Bar upon completion of the mandatory course and fulfillment of such other administrative requirements as the Board of Governors may impose.

(e) The District of Columbia Bar shall report annually to the District of Columbia Court of Appeals on the course described in paragraph (1). The report shall address, among other things, the curriculum, the faculty, the number of presentations, attendance, and the number of attorneys suspended under paragraph (3) above.

**Section 4. Classes of Membership**

The members of the District of Columbia Bar shall be divided into 3 classes known respectively as "active" members, "judicial" members, and "inactive" members. The class of inactive members shall be limited to those persons who are eligible for active membership but are not engaged in the practice of law in the District of Columbia and have filed with the Secretary of the Bar written notice requesting enrollment in the class of inactive members. Judges of courts of record, full-time court commissioners, U.S. bankruptcy judges, U.S. magistrate judges, other persons who perform a judicial function on an exclusive basis, in an official capacity created by federal or state statute or by administrative agency rule, and retired judges who are eligible for temporary judicial assignment, and are not engaged in the practice of law, shall be classified as judicial members, except that if a member's terms and conditions of employment require that he or she be eligible to practice law, then the member may choose to be an active member. Any inactive member in good standing and any judicial member who is no longer a judge may change his or her classification to that of an active member by filing with the Secretary of the Bar a written request for transfer to the class of active members and by paying the dues required of active members. A judicial member who is no longer a judge shall be classified as an active member if he or she engages in the practice of law in the District of Columbia. No judicial or inactive member shall be entitled to practice law in the District of Columbia or to hold office or vote in any election or other business conducted by the District of Columbia Bar.

**Section 5. Membership Dues**

Every member shall pay dues in an amount not to exceed a ceiling set by the District of Columbia Court of Appeals. The Board of Governors shall determine the amount of dues to be paid annually by members in the various classes of membership. All dues shall be paid to the Treasurer of the Bar and shall constitute a fund for the payment of the expenses of the Bar. The Board of Governors may make recommendations to the Court concerning the amount of the ceiling on membership dues. If such a recommendation is made, it shall be published by the Court, and the members of the Bar shall have 60 days, or such other period as the court may direct, in which to comment. Recommendations by the Board of Governors for an increase in the dues ceiling shall not be subject to referendum under Rule VII.

**Section 6. Penalty for Nonpayment of Dues; Late Charges**

If the annual dues of any member remain unpaid at the expiration of 90 days from the time when such dues are due and payable, the membership of such member may be suspended by the Board of Governors in the manner provided in the By-laws. The Board of Governors, by appropriate provision in the By-Laws, may impose a reasonable late charge to offset the costs of notifying members that their dues have not been timely paid. If the late charge is not timely paid, the membership of such member may be suspended by the Board of Governors in the manner provided in the By-laws. No person whose membership is so suspended for nonpayment of dues shall be entitled to practice law in the District of Columbia during the period of such suspension.

**Section 7. Voluntary Resignation of Membership**

Whenever a member of the District of Columbia Bar who is in good standing and not under investigation as provided in Rule XI §7, files with the Secretary of the Bar and with Disciplinary Counsel in writing or through such electronic means as the District of Columbia Bar may provide on its web site, notice of such member's election to discontinue the practice of law in the District of Columbia, and to terminate his or her membership in the Bar, such person shall, upon written notice of the acceptance of such resignation from the Secretary after consultation with Disciplinary Counsel, cease to be a member of the District of Columbia Bar, and his or her name shall be removed from the membership register.

**Section 8. Reinstatement**

Reinstatement of an attorney following a suspension from membership by the Board of Governors under § 2(3) or § 5 of this Rule, or following the assumption of inactive status under § 2(4), or a resignation under § 6 [§7], shall be governed by rules promulgated by the Board of Governors after consultation with the Board on Professional Responsibility of this Court. In an appropriate case, the Board of Governors may reinstate an attorney to membership nunc pro tunc.

**Section 9. Notice to the Clerk**

The Secretary of the Bar shall forward forthwith, to the Clerk of this Court, the names of those attorneys who have filed registration statements and those whose membership status has been changed in any way pursuant to the provisions of this Rule.

**Rule XI. DISCIPLINARY PROCEEDINGS [excerpts]**

**Section 1. Jurisdiction**

(a) Persons subject to disciplinary jurisdiction. All members of the District of Columbia Bar, all persons appearing or participating pro hac vice in any proceeding in accordance with Rule 49(c)(1) of the General Rules of this Court, all persons licensed by this Court Special Legal Consultants under Rule 46(c)(4), and all persons who have been suspended or disbarred by this Court are subject to the disciplinary jurisdiction of this Court and its Board on Professional Responsibility (hereinafter referred to as "the Board").

(b) Jurisdiction of other courts and voluntary bar associations. Nothing in this rule shall be construed to deny to any court in the District of Columbia such powers as are necessary for that court to maintain control over proceedings conducted before it, such as the power of contempt or to prohibit a voluntary bar association from censuring, suspending, or expelling its members.

(c) No statute of limitations. Disciplinary proceedings against an attorney shall not be subject to any period of limitation.

**Rule 49. UNAUTHORIZED PRACTICE OF LAW [excerpts]**

(a) General Rule. No person shall engage in the practice of law in the District of Columbia or in any manner hold out as authorized or competent to practice law in the District of Columbia unless enrolled as an active member of the District of Columbia Bar, except as otherwise permitted by these Rules.

(b) Definitions. The following definitions apply to the interpretation and application of this rule:

(1) "Person" means any individual, group of individuals, firm, unincorporated association, partnership, corporation, mutual company, joint stock company, trust, trustee, receiver, legal or business entity.

(2) "Practice of Law" means the provision of professional legal advice or services where there is a client relationship of trust or reliance. One is presumed to be practicing law when engaging in any of the following conduct on behalf of another:

(A) Preparing any legal document, including any deeds, mortgages, assignments, discharges, leases, trust instruments or any other instruments intended to affect interests in real or personal property, will, codicils, instruments intended to affect the disposition of property of decedents' estates, other instruments intended to affect or secure legal rights, and contracts except routine agreements incidental to a regular course of business;

(B) Preparing or expressing legal opinions;

(C) Appearing or acting as an attorney in any tribunal;

(D) Preparing any claims, demands or pleadings of any kind, or any written documents containing legal argument or interpretation of law, for filing in any court, administrative agency or other tribunal;

(E) Providing advice or counsel as to how any of the activities described in subparagraph (A) through (D) might be done, or whether they were done, in accordance with applicable law;

(F) Furnishing an attorney or attorneys, or other persons, to render the services described in subparagraphs (a) through (e) above.

(3) "In the District of Columbia" means conduct in, or conduct from an office or location within, the District of Columbia.

(4) "Hold out as authorized or competent to practice law in the District of Columbia" means to indicate in any manner to any other person that one is competent, authorized, or available to practice law from an office or location in the District of Columbia. Among the characterizations which give such an indication are "Esq.," "lawyer," "attorney at law," "counselor at law," "contract lawyer," "trial or legal advocate," "legal representative," "legal advocate," and "judge."

(5) "Committee" means the District of Columbia Court of Appeals Committee on Unauthorized Practice of Law, as constituted under this rule.

(c) Exceptions. The following activity in the District of Columbia is excepted from the prohibitions of section (a) of this Rule, provided the person is not otherwise engaged in the practice of law or holding out as authorized or competent to practice law in the District of Columbia:

(1) United States Government Employee

(2) United States Government Practitioner

(3) Practice Before a Court of the United States

(4) District of Columbia Employee

(5) District of Columbia Practitioner (before a department or agency of the District of Columbia government)

(6) Internal Counsel

(7) Pro Hac Vice In the Courts of the District of Columbia

(8) Limited Duration Supervision By D.C. Bar Member

(9) Pro Bono Legal Services