

**INSTRUCTIONS FOR GAINING ADMISSION TO PRACTICE BEFORE  
THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

Please read all instructions **carefully** to avoid unnecessary processing delays.

Pursuant to LRCiv 83.1(a), Rules of Practice of the US District Court, District of Arizona, attorneys residing in Arizona or whose principal office or practice is in Arizona must be admitted to practice in Arizona to be admitted to the bar of this Court. These attorneys may be admitted to practice in this District upon application and motion made in their behalf by a member of the State Bar of Arizona and the Bar of this Court.

**SECTION 1**

Enter your complete name in both places, and all personal and business information requested.

**SECTION 2**

2(a) Enter your admission date to the Arizona State Bar

2(b) Enter your Arizona Bar Number

**SECTION 3**

List all State, Federal, and Circuit Courts to which you have been admitted. If you are not a member in good standing, or are inactive with any Court, submit this information along with your completed application.

**SECTION 4**

If you currently are the subject of a disciplinary investigation or proceeding; or if you were ever disbarred from practice in any Court, provide all relevant information regarding the investigation, and submit that information along with your completed application.

**SECTION 5**

List all Courts in which you have practiced. Do not list any Court where you were admitted but have not practiced.

**SECTION 6**

You are required to have a **sponsoring** attorney who is currently admitted to the Arizona State Bar and the Bar of this Court and in good standing with this Bar. The sponsoring attorney will sign and date this section which certifies that you are of good moral character and professional standing. The sponsoring attorney must appear with you at the time of the ceremony.

**SECTION 7**

Sign the Oath Upon Admission and Standards for Professional Conduct Statement. The application must bear an original signature.

**PHOENIX:** Between 9:30-9:45 a.m., on any Monday (excluding Monday holidays) bring completed application, your sponsoring attorney, along with payment of the [requisite fee](#) to the Clerk's Office, 401 W Washington St, Suite 130, Phoenix, AZ 85003. The admissions ceremony begins promptly at 10:00 a.m.

**TUCSON:** Contact one of the following District Judges to schedule admission ceremony. Prior to your admissions appointment, bring completed application, your sponsoring attorney, along with payment of the [requisite fee](#) to the Clerk's Office, 405 West Congress St, Suite 1500, Tucson, AZ 85701.

RANER C. COLLINS      520-205-4540  
CINDY K. JORGENSON    520-205-4550  
DAVID C. BURY        520-205-4560  
FRANK R. ZAPATA      520-205-4530

JENNIFER G. ZIPPS                      520-205-4610  
ROSEMARY MÁRQUEZ                      520-205-4620  
JAMES A. SOTO                              520-205-4510