

PETITION FOR ADMISSION TO PRACTICE FOR MEMBERS OF KANSAS BAR

Instructions for completing the Reciprocity form:

- **Print or type the application; signature and date required**
- **Return to forwarding address provided on application**
- **Submit the required \$188.00 registration fee**
- **No swearing-in required**

Simply mail the form back to us and you will be entered into our database as an admitted attorney in “active” status.

Requirement to maintain “active” status with the Western District of Missouri pursuant to Local Rule No. 83.5: (local rules are available via the Internet at <http://www.mow.uscourts.gov>)

- **Annual dues** - An Attorney admitted to the Western District of Missouri is required to pay annual dues by March 31st of each year.
- **Important Note**: Failure to comply with the above requirement will result in the attorney’s status lapsing to “inactive” status. A reinstatement fee and a letter requesting reinstatement is required to be reinstated to “active” status.

Questions regarding the above information should be directed to: **Jeri Russel**, Attorney Admissions, WDMO - Jefferson City, by phone at (573) 636-4015; or by fax at (573) 636-3456; or by mail at 80 Lafayette Street, Jefferson City, MO 65101

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI
**PETITION FOR ADMISSION TO PRACTICE
FOR MEMBERS OF KANSAS BAR**

Name	Soc. Sec No.	
Firm Name	Date of Birth	
Address	Email	
City	Fax	
State	Will Serve as Law Clerk (if applicable) to:	
Zip	Phone No.	Judge's Name
Attorney Type (Check all that apply): Civil Criminal Bankruptcy		
Complete the following:		

For admittance under U.S. District Court of Kansas Guidelines:

U.S. District Court, Kansas Bar No.

Date of Admission

I am in good standing of the United States District Court, District of Kansas.

Signature

Date

Please forward application to:

U.S. Courthouse
Attn: Attorney Admissions
80 Lafayette Street
Jefferson City, MO 65101

Receipt Number: _____

Date: _____

Admission Date: _____

Certificate Mailed: _____

In accordance with the Reciprocity Agreement:

\$188.00 registration fee

No swearing-in required

To maintain "active" status in the U.S. District Court, Western District of Missouri, you must pay annual dues by March 31st of each year. A notice will be sent to you from the Court at the beginning of each year.

United States District and Bankruptcy Courts
Western District of Missouri

Case Management/Electronic Case Files
Attorney/Participant Registration Form

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to receive electronic notice of documents filed in the Western District of Missouri CM/ECF system in those cases in which the registered user is a participant.

NOTE: This is a restricted Web site for official court business only. Unauthorized entry or use or any use that attempts to circumvent access controls or the **PACER** billing processes is prohibited and subject to prosecution under Title 18 of the U. S. Code. All activities and access attempts are logged and any prohibited actions may result in immediate withdrawal of access privileges, referral for prosecution and permanent suspension of filing and use privileges in any court of the Western District of Missouri.

The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar #: _____ State: _____

Firm/Company Name: _____

Firm/Company Address: _____

Firm/Company City, State and Zip: _____

Voice Phone Number: _____ FAX Number: _____

Internet E-Mail Address: _____

Court Registration: ☐ District
(You may select one or both) ☐ Bankruptcy

Admission Type: ☐ Regular Admission

☐ Pro Hac Vice

Case No. _____

☐ Multi-District Litigation

Case No. _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Courts for the Western District of Missouri. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer running a standard platform such as Windows or Macintosh, an Internet provider using Point to Point Protocol (PPP), Internet Explorer 5.5 or higher or Mozilla Firefox 2.0, and Adobe Acrobat Writer software to convert documents from a word processor format to a portable document format (PDF).

3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
4. It is YOUR responsibility to keep your contact information current. If you relocate and/or change email addresses, it is imperative that those changes be made to your User Account.
5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents. The attorney/participant agrees that the CM/ECF-generated notice of electronic service will constitute service of the electronic filing on behalf of the client.
6. The undersigned attorney agrees to abide by the Court's most recent General Orders, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein, to include any updates or amendments.

Please return to **ONE** of the following District Court Offices:

U.S. District Court
1400 U.S. Courthouse
222 John Q. Hammons Parkway
Springfield, MO 65806

U.S. District Court
Charles Whittaker Courthouse
400 E. 9th Street
Kansas City, MO 64106

U.S. District Court
80 Lafayette Street
Jefferson City, MO 65101

If for Bankruptcy Court Only, please return to:

U.S. Bankruptcy Court
Western District of Missouri
Attn: Christi Revis, Case Administrator
400 East 9th Street, Room 1510
Kansas City Missouri 64106

Applicant Signature

Initial of First and Last Name/Last 4 Digits of SS#

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary

My Commission Expires