

# **UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT**

## **NOTICE REGARDING LOCAL RULES**

Proposed revisions to the following Local Rules have been posted on the USDC website:

**Local Civil Rule 16 – Status and Settlement Conferences and ADR**

**Local Civil Rule 53 – Special Masters**

**Local Civil Rule 83.1 – Admission of Attorneys**

The proposed revisions to Local Civil Rule 16 also reflect a change to the rule to align with the changes to Federal Rule 16 of the Federal Rules of Civil Procedure, effective December 1, 2025.

The Rules can be reviewed in their entirety at: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)

Comments are welcomed by the Court and should be directed to:

Dinah Milton Kinney, Clerk  
141 Church Street  
New Haven, CT 06510

or sent by email to:

[commentstotheclerkofcourt@ctd.uscourts.gov](mailto:commentstotheclerkofcourt@ctd.uscourts.gov)

**To be considered, comments must be received by September 11, 2025.**

## RULE 16

### STATUS AND SETTLEMENT CONFERENCES AND ADR

(Amended ~~November 7, 2016~~, 2025)

#### (a) Status Conferences

Pursuant to Fed.R.Civ.P. 16 and 26(f) ~~and Local Rule 53~~, one or more status conferences may be scheduled before a Judge, Magistrate Judge, or a parajudicial officer (attorney appointed by the court on a pro bono basis) ~~or special master~~ designated by the presiding Judge. Status conferences may be held in person or by telephone.

#### (b) Scheduling Orders

Within the time provided by Fed.R.Civ.P. 16, and after considering any proposed case management plan submitted by the parties under Fed.R.Civ.P. 26(f) and Local Rule 26(f), the Court shall enter a scheduling order that limits the time:

1. to join other parties and to amend the pleadings;
2. to complete discovery;
3. to file dispositive motions; and
4. to file a joint trial memorandum.

The scheduling order may include a date by which the case will be deemed ready for trial and may also include dates for further status conferences, settlement conferences and other matters appropriate in the circumstances of the particular case. The scheduling order may include provisions for (a) disclosure or discovery of electronically stored information, ~~and~~ (b) the method and timing of the production of a privilege log, and (c) any agreed provisions for assertion of privilege over or protection of trial-preparation material, after production.

The schedule established by the Court for completing discovery, filing dispositive motions and filing a joint trial memorandum shall not be modified except by further order of the Court on a showing of good cause. The good cause standard requires a particularized showing that the schedule cannot reasonably be met, despite the diligence of the party seeking the modification, for reasons that were not reasonably foreseeable when the parties submitted their proposed case management plan. A trial ready date will not be postponed at the request of a party except to prevent manifest injustice.

This Rule does not require the entry of such a tailored scheduling order in the following categories of cases: self-represented prisoner cases; *habeas corpus* proceedings; appeals from decisions of administrative agencies, including social security disability appeals; recovery of defaulted student loans, recovery of overpayment of veterans' benefits, forfeiture actions, petitions to quash Internal Revenue Service summons, appeals from Bankruptcy Court orders,

proceedings to compel arbitration or to confirm or set aside arbitration awards and Freedom of Information Act cases.

### **(c) Settlement Conferences**

1. In accordance with Fed.R.Civ.P. 16 and pursuant to 28 U.S.C. § 651 et seq., one or more conferences may be held for the purpose of discussing possibilities for settlement of the case. Parties have a duty to discuss the possibility of settlement during the planning conference required by Fed.R.Civ.P. 26(f) and Local Rule 16 and may request that an early settlement conference be conducted before the parties undertake significant discovery or motion practice.

2. In a case that will be tried to a jury, such conferences shall be held with the presiding Judge, a Magistrate Judge, or a parajudicial officer ~~or special master~~ designated by the presiding Judge. Absent consent of the parties, in a case that will be tried to the Court, such conferences shall be held with a Judge other than the one to whom it has been assigned, a Magistrate Judge, or parajudicial officer ~~or special master~~ designated by the presiding Judge.

3. Parties and/or their representatives shall attend any settlement conference fully authorized to make a final demand or offer, to engage in settlement negotiations in good faith, and to act promptly on any proposed settlement. The judicial officer or, parajudicial officer, ~~or special master~~ before whom a settlement conference is to be held may require that counsel be accompanied by the person or persons authorized and competent to accept or reject any settlement proposal.

### **(d) Pretrial Order**

The Court may make an order reciting the action taken at any status or settlement conference and any amendments allowed to the pleadings, any agreements, concessions or admissions made by any party, and limiting the issues for trial to those not thereby disposed of. A pretrial order may be prepared by the Court and sent to each party subsequent to the conference, or the Court may require one of the parties to prepare a proposed written order for consideration and entry by the Court. The order shall become part of the record and shall be binding on the parties, unless modified by the Court at or before the trial so as to prevent manifest injustice.

### **(e) Trial Briefs**

The Court may require the parties or any of them within such time as it directs to serve and file a trial brief as to any doubtful points of law which may arise at the trial.

### **(f) Failure of Compliance**

For failure to appear at a conference or to participate therein, or for failure to comply with the terms of this Rule or any orders issued pursuant to this Rule, the Court in its discretion may impose such sanctions as are authorized by law, including without limitation an order that the case be placed at the bottom of the trial list, an order with respect to the imposition on the party or, where appropriate, on counsel personally, of costs and counsel fees, or such other order with respect to the continued prosecution or defense of the action as is just and proper.

### **(g) Sanctions Against Counsel and Parties**

1. It shall be the duty of counsel and all parties to promote the just, speedy and inexpensive determination of every action. The Court may impose sanctions directly against counsel and any party who disobeys an order of the Court or intentionally obstructs the effective and efficient administration of justice.

#### **2. Failure to Pay Costs or Sanctions**

No attorney or litigant against whom a final order of monetary sanctions has been imposed may file any pleading or other document until the sanctions have been paid in full. Pending payment, such attorney or litigant also may be barred from appearing in court. An order imposing monetary sanctions becomes final for the purposes of this local rule when the Court of Appeals issues its mandate or the time for filing an appeal expires.

### **(h) Alternative Dispute Resolution (ADR)**

1. In addition to existing ADR programs ~~(such as Local Rule 53's Special Masters Program) and those promulgated by individual judges (e.g., Parajudicials Program), a (e.g., settlement conferences held with the presiding Judge, a Magistrate Judge, or a parajudicial officer).~~ pursuant to 28 U.S.C. § 651 et seq., parties to civil cases may be referred for voluntary ADR at any stage of the litigation deemed appropriate by the parties and the judge to whom the particular case has been assigned.

2. Before a case is referred to voluntary ADR, the parties must agree upon, subject to the approval of the judge:

- (a) The form of the ADR process (e.g., mediation, arbitration, summary jury trial, minitrial, etc.);
- (b) The scope of the ADR process (e.g., settlement of all or specified issues, resolution of discovery schedules or disputes, narrowing of issues, etc.);
- (c) The ADR provider (e.g., a court-annexed ADR project; a profit or not-for-profit private ADR organization; or any qualified person or panel selected by the parties);
- (d) The effect of the ADR process (e.g., binding or nonbinding).

3. When agreement between the parties and the judge for a voluntary ADR referral has been reached, the parties shall file jointly for the judge's endorsement a "Stipulation for Reference to ADR." The Stipulation, subject to the judge's approval, shall specify:

- (a) The form of ADR procedure and the name of the ADR provider agreed upon;
- (b) The judicial proceedings, if any, to be stayed pending ADR (e.g., discovery matters, filing of motions, trial, etc.);

- (c) The procedures, if any, to be completed prior to ADR (e.g., exchange of documents, medical examination, etc.);
- (d) The effect of the ADR process (e.g., binding or nonbinding);
- (e) The date or dates for the filing of progress reports by the ADR provider with the trial judge or for the completion of the ADR process; and
- (f) The special conditions, if any, imposed by the judge upon any aspect of the ADR process (e.g., requiring trial counsel, the parties, and/or representatives of insurers with settlement authority to attend the voluntary ADR session fully prepared to make final demands or offers).

4. Attendance at ADR sessions shall take precedence over all non-judicially assigned matters (depositions, etc.). With respect to court assignments that conflict with a scheduled ADR session, trial judges may excuse trial counsel temporarily to attend the ADR session, consistent with the orderly disposition of judicially assigned matters. In this regard, trial counsel, upon receiving notice of an ADR session, immediately shall inform the trial judge and opposing counsel in matters scheduled for the same date of his or her obligation to appear at the ADR session.

5. All ADR sessions shall be deemed confidential and protected by the provisions of Fed.R.Evid. 408 and Fed.R.Civ.P. 68. No statement made or document produced as part of an ADR proceeding, not otherwise discoverable or obtainable, shall be admissible as evidence or subject to discovery.

6. At the conclusion of the voluntary ADR session(s), the ADR provider's report to the judge shall merely indicate "case settled or not settled," unless the parties agree to a more detailed report (e.g., stipulation of facts, narrowing of issues and discovery procedures, etc.). If a case settles, the parties shall agree upon the appropriate moving papers to be filed for the trial judge's endorsement (Judgment, Stipulation for Dismissal, etc.). If a case does not settle but the parties agree to the narrowing of discovery matters or legal issues, then the ADR provider's report shall set forth those matters for endorsement or amendment by the judge.

## **RULE 16**

### **STATUS AND SETTLEMENT CONFERENCES AND ADR**

(Amended , 2025)

#### **(a) Status Conferences**

Pursuant to Fed.R.Civ.P. 16 and 26(f), one or more status conferences may be scheduled before a Judge, Magistrate Judge, or a parajudicial officer (attorney appointed by the court on a pro bono basis) designated by the presiding Judge. Status conferences may be held in person or by telephone.

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### **(h) Alternative Dispute Resolution (ADR)**

1. In addition to existing ADR programs (e.g., settlement conferences held with the presiding Judge, a Magistrate Judge, or a parajudicial officer), pursuant to 28 U.S.C. § 651 et seq., parties to civil cases may be referred for voluntary ADR at any stage of the litigation deemed appropriate by the parties and the judge to whom the particular case has been assigned.

2. Before a case is referred to voluntary ADR, the parties must agree upon, subject to the approval of the judge:

- (a) The form of the ADR process (e.g., mediation, arbitration, summary jury trial, minitrial, etc.);
- (b) The scope of the ADR process (e.g., settlement of all or specified issues, resolution of discovery schedules or disputes, narrowing of issues, etc.);
- (c) The ADR provider (e.g., a court-annexed ADR project; a profit or not-for-profit private ADR organization; or any qualified person or panel selected by the parties);
- (d) The effect of the ADR process (e.g., binding or nonbinding).

3. When agreement between the parties and the judge for a voluntary ADR referral has been reached, the parties shall file jointly for the judge's endorsement a "Stipulation for Reference to ADR." The Stipulation, subject to the judge's approval, shall specify:

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- (c) The procedures, if any, to be completed prior to ADR (e.g., exchange of documents, medical examination, etc.);
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- (e) The date or dates for the filing of progress reports by the ADR provider with the trial judge or for the completion of the ADR process; and
- (f) The special conditions, if any, imposed by the judge upon any aspect of the ADR process (e.g., requiring trial counsel, the parties, and/or representatives of insurers with settlement authority to attend the voluntary ADR session fully prepared to make final demands or offers).

4. Attendance at ADR sessions shall take precedence over all non-judicially assigned matters (depositions, etc.). With respect to court assignments that conflict with a scheduled ADR session, trial judges may excuse trial counsel temporarily to attend the ADR session, consistent with the orderly disposition of judicially assigned matters. In this regard, trial counsel, upon receiving notice of an ADR session, immediately shall inform the trial judge and opposing counsel in matters scheduled for the same date of his or her obligation to appear at the ADR session.

5. All ADR sessions shall be deemed confidential and protected by the provisions of Fed.R.Evid. 408 and Fed.R.Civ.P. 68. No statement made or document produced as part of an ADR proceeding, not otherwise discoverable or obtainable, shall be admissible as evidence or subject to discovery.

6. At the conclusion of the voluntary ADR session(s), the ADR provider's report to the judge shall merely indicate "case settled or not settled," unless the parties agree to a more detailed report (e.g., stipulation of facts, narrowing of issues and discovery procedures, etc.). If a case settles, the parties shall agree upon the appropriate moving papers to be filed for the trial judge's endorsement (Judgment, Stipulation for Dismissal, etc.). If a case does not settle but the parties agree to the narrowing of discovery matters or legal issues, then the ADR provider's report shall set forth those matters for endorsement or amendment by the judge.

## RULE 53

### **SPECIAL MASTERS**

~~(Amended April 10, 2017)~~

#### **~~(a) Creation of Panel of Special Masters~~**

~~The active Judges of the District may appoint from among the members of the bar of this Court a panel of special masters for the purpose of settlement of cases or for any other proper purpose determined by the Judge to whom a particular case has been assigned.~~

#### **~~(b) Appointment of a Master~~**

~~The parties to a civil action may stipulate in writing to, or the Judge to whom the case has been assigned may order, the appointment of a master to report upon particular issues in the case including the holding of status or settlement conferences pursuant to L.R. 16(c) of these Local Rules. The Judge may appoint two masters where the purpose of the appointment is the holding of a settlement conference. The stipulation may suggest the master, in which case the Judge may appoint the person named. A master shall not be appointed to any particular case unless he or she consents to such appointment.~~

#### **~~(c) Directives and Calendars of Special Masters~~**

~~The Clerk's Office shall issue calendars for hearings or conferences at the direction of the master. Failure to comply with such calendars and other directives of the master shall subject the attorneys and parties to sanctions in accordance with Rules 16(g)1 and 16(g)2 of these Local Rules.~~

#### **~~(d) May Sit Outside District~~**

~~A master may sit outside the District. Where he or she is requested to sit outside the District for the convenience of a party and there is opposition thereto by another party, the special master may make an order for the holding of the hearing, or a part thereof, outside the District, upon such terms and conditions as shall be just. Such order may be reviewed by the Court upon motion of any party, served within fourteen (14) days after notice to all parties of the making of the order.~~

#### **~~(e) Confirmation or Rejection of Masters' Report~~**

~~Any party objecting to any report of a master shall serve and file an objection, including the reasons therefor, within fourteen (14) days of the filing of the master's report. Opposing memoranda shall be served and filed within fourteen (14) days thereafter. The absence of a timely objection shall be sufficient grounds to confirm the master's report.~~

(RESERVED)

**RULE 53**

(RESERVED)

## **RULE 83.1**

### **ADMISSION OF ATTORNEYS**

(Amended ~~April 3, 2024~~       , 2025)

#### **(a) Qualifications**

Any attorney of the Bar of the State of Connecticut or of the bar of any United States District Court, whose professional character is good, may be admitted to practice in this Court upon a Petition for Admission, in form and substance prescribed by subsection (b) of this Rule, after paying the admission fee, taking the proper oath, and signing the Roll of Attorneys Admitted to the Bar of the United States District Court for the District of Connecticut.

#### **(b) Procedure for Admission**

An attorney seeking admission to the Bar of this Court shall file with the Clerk of this Court a written Petition for Admission in the form prescribed by the Judges of this Court. A certificate of good standing from all of the petitioner's state bar(s) must be included with the Petition. Such petition shall also be accompanied by a sworn affidavit setting forth the following information:

- (i) the petitioner's residence and office address, and office telephone number, fax number and email address;
- (ii) a list of courts to which the petitioner has been admitted to practice;
- (iii) the petitioner's legal training and experience at the bar;
- (iv) the petitioner's representation that he or she has studied carefully the jurisdictional provisions of Title 28 U.S.C., the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of this Court;
- (v) the petitioner has never been convicted of any crime, other than minor traffic offenses;
- (vi) the petitioner has no pending disciplinary complaint(s) as to which a finding has been made that such complaint(s) should proceed to a hearing; and
- (vii) the petitioner has not been denied admission to, been disciplined by, resigned from, surrendered a license to practice before, or withdrawn an application for admission to practice while facing a disciplinary complaint before, this Court or any other court.

If the petitioner cannot so state as to (b)(v), (vi) and (vii), then the petitioner must describe in full the circumstances of any such conviction, complaint, denial, discipline, resignation, surrender, or withdrawal, including the reasons therefor, any penalty, sanction or other discipline imposed, whether such discipline was satisfied, and whether the attorney is currently in good standing in such jurisdiction(s). The Judges of this District or their designee shall make such inquiry as deemed appropriate. It shall take a majority vote of the Judges to admit such

petitioner to this Bar. For the purpose of this Rule, “minor traffic offenses” shall mean motor vehicle violations which are neither felonies nor misdemeanors.

The petition and affidavit of the petitioner shall be accompanied by the sworn affidavits of two sponsoring members of the Bar of this Court. The sponsoring attorney’s affidavits must attest:

- (i) where and when the sponsor was admitted to practice in this Court,
- (ii) that the sponsor has known the petitioner in a professional legal capacity for at least six months,
- (iii) that the petitioner has good professional character,
- (iv) that the petitioner is experienced at the bar,
- (v) how long and under what circumstances the sponsor has known the petitioner’s professional character and experience as an attorney, and
- (vi) that the sponsor knows of no fact which would call into question the integrity or character of the petitioner.

The Clerk will examine the petition and affidavits and, if found to be in compliance with this Rule, the petition for admission will be presented to the Court at a time and place selected by the Clerk. The requirement of two sworn affidavits may be waived in whole or in part, for good cause shown, by a majority vote of the Judges of this District. At a minimum, a petitioner who is unable to list two sponsors who are members of the Bar of this District instead shall provide sworn affidavits from at least three sponsoring attorneys who are members of local federal or state bars, wherein such sponsoring attorneys shall list the location and date of their Bar admission(s), and shall attest to the subject matter listed at subdivisions (ii) through (vi), above.

When a hearing is held on to grant a petition, a member of the Bar of this District shall move the for admission of the petitioner. The petitioner shall take an oath in open Court to support the Constitution and laws of the United States of America, and to discharge faithfully his such petitioner’s duties as an attorney according to the law and the recognized standards of ethics of the profession. Under the direction of the Clerk, the newly admitted attorney shall sign the Roll of Attorneys, or in cases approved by the Court, the Clerk shall add their name to the Roll (indicating that the Clerk has done so on behalf of such newly admitted attorney) and pay the fee required by law. Additionally, he or she such newly admitted attorney shall pay the fee required by law, as well as an additional pay a fee of \$52.00, which shall be placed by the Clerk shall place in a fund to be used for expenses incurred pursuant to Rule 83.2 of these Local Rules of Civil Procedure.

### **(c) Annual Registration Fee**

Effective April 3, 2024, all attorneys who were admitted by regular admission shall register annually between June 1 and August 31 to continue as active members of the bar of this Court. Active status in the District Court is required for practice in both the U.S. District Court and in the U.S. Bankruptcy Court for the District of Connecticut. Members of the bar shall pay an annual

fee of \$50.00, which shall be placed in a fund maintained by the Clerk pursuant to the Plan for the Administration of Non-Appropriated Fund and earmarked for the Federal Pro Se Legal Assistance Program ("FPSLAP"). Annual registration fees will be used solely for purposes that inure to the benefit of the FPSLAP, including but not limited to the salaries and fringe benefits of FPSLAP employees, office furnishings and equipment, office telephones and cell phones and related costs, copies, and costs of litigation. If members of the bar fail to pay their annual registration fees, their filing privileges may be suspended, and they will be subject to removal from the rolls of the Court's bar.

**(d) Address with the Court**

(1) Any self-represented party must provide an address where service can be made upon such party.

(2) A member of the bar of this Court who changes his or her office address shall notify the Clerk of such change of address within 30 days of such change.

**(e) Visiting Attorneys**

(1) Attorneys not members of the Bar of this Court, but who are members in good standing of the bar of another Federal or State Court, may be permitted to represent clients in criminal, civil and miscellaneous proceedings in this Court on written motion by a member of the Bar of this Court. The motion shall be accompanied by an affidavit, or declaration on a form available from the Clerk's Office or on the website and executed by the proposed visiting attorney:

(a) stating the proposed visiting attorney's office address, telephone number, fax number, and e-mail address;

(b) identifying the bar of each court of which said attorney is and has ever been a member, and the corresponding bar identification number(s); or if no such numbers have been assigned, so stating;

(c) stating that said attorney:

(i) has no pending disciplinary complaints as to which a finding has been made that such complaint should proceed to a hearing; and

(ii) has not been denied admission to, been disciplined by, resigned from, surrendered a license to practice before, or withdrawn an application for admission to practice while facing a disciplinary complaint before, this Court or any other court; or, if the visiting attorney cannot so state as to subsections (c)(i) and (c)(ii), then the visiting attorney must describe in full the circumstances of any such complaint, denial, discipline, resignation, surrender, or withdrawal, including the reasons therefor, any penalty, sanction or other discipline imposed, whether such discipline was satisfied, and whether the attorney is currently in good standing in such jurisdiction(s);

(d) stating that said attorney has fully reviewed and is familiar with the Federal Rules of Civil Procedure (for an attorney seeking admission in a civil case) or Criminal Procedure (for an attorney seeking admission in a criminal case), the applicable Local Rules of the United States

District Court for the District of Connecticut, and the Connecticut Rules of Professional Conduct; and

(e) designating the sponsoring attorney as his or her agent for service of process and the District of Connecticut as the forum for the resolution of any dispute arising out of said attorney's admission under this Local Rule 83.1(d), to include matters involving grievances filed against the visiting attorney and matters of attorney discipline that relate thereto.

(2) Said motion shall be made promptly and may be denied if granting the motion will require modification of a scheduling order entered pursuant to Fed. R. Civ. P. 16(b). If the motion is granted, the sponsoring attorney may apply to be excused from attendance in Court and participation in other proceedings before the Court. A sponsoring attorney who is excused is not thereby relieved of any other obligation of an appearing attorney. A visiting attorney admitted pursuant to this Local Rule may participate in depositions, Rule 26(f) conferences, and other conferences with other parties not involving Court personnel without the presence of the sponsoring attorney.

(3) Each such motion filed on behalf of an attorney shall be accompanied by payment to the Clerk of this Court of a fee of \$200.00, which shall be placed in a fund maintained by the Clerk pursuant to the Plan for the Administration of the Non-Appropriated Fund.

(4) Upon admission under this rule, an attorney shall promptly file with the Clerk of the Court a certificate of good standing from the court of the state in which he or she has his or her primary office.

Such certificate of good standing shall be filed no later than 60 days after the date of admission and shall be dated no more than 60 days before the date of admission. Failure to file such certificate will result in the automatic revocation of the visiting attorney status of said attorney, absent an order of the Court. Furthermore, upon revocation of a visiting attorney's status in one case, the Clerk of the Court shall examine the Court's Docket and revoke said attorney's visiting attorney status in all cases in which said attorney has filed an appearance.

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### **ADMISSION OF ATTORNEYS**

(Amended , 2025)

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#### **(b) Procedure for Admission**

An attorney seeking admission to the Bar of this Court shall file with the Clerk of this Court a written Petition for Admission in the form prescribed by the Judges of this Court. A certificate of good standing from all of the petitioner's state bar(s) must be included with the Petition. Such petition shall also be accompanied by a sworn affidavit setting forth the following information:

(i) the petitioner's residence and office address, and office telephone number, fax number and email address;

(ii) a list of courts to which the petitioner has been admitted to practice;

(iii) the petitioner's legal training and experience at the bar;

(iv) the petitioner's representation that he or she has studied carefully the jurisdictional provisions of Title 28 U.S.C., the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of this Court;

(v) the petitioner has never been convicted of any crime, other than minor traffic offenses;

(vi) the petitioner has no pending disciplinary complaint(s) as to which a finding has been made that such complaint(s) should proceed to a hearing; and

(vii) the petitioner has not been denied admission to, been disciplined by, resigned from, surrendered a license to practice before, or withdrawn an application for admission to practice while facing a disciplinary complaint before, this Court or any other court.

If the petitioner cannot so state as to (b)(v), (vi) and (vii), then the petitioner must describe in full the circumstances of any such conviction, complaint, denial, discipline, resignation, surrender, or withdrawal, including the reasons therefor, any penalty, sanction or other discipline imposed, whether such discipline was satisfied, and whether the attorney is currently in good standing in such jurisdiction(s). The Judges of this District or their designee shall make such inquiry as deemed appropriate. It shall take a majority vote of the Judges to admit such



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The petition and affidavit of the petitioner shall be accompanied by the sworn affidavits of two sponsoring members of the Bar of this Court. The sponsoring attorney’s affidavits must attest:

- (i) where and when the sponsor was admitted to practice in this Court,
- (ii) that the sponsor has known the petitioner in a professional legal capacity for at least six months,
- (iii) that the petitioner has good professional character,
- (iv) that the petitioner is experienced at the bar,
- (v) how long and under what circumstances the sponsor has known the petitioner’s professional character and experience as an attorney, and
- (vi) that the sponsor knows of no fact which would call into question the integrity or character of the petitioner.

The Clerk will examine the petition and affidavits and, if found to be in compliance with this Rule, the petition for admission will be presented to the Court at a time and place selected by the Clerk. The requirement of two sworn affidavits may be waived in whole or in part, for good cause shown, by a majority vote of the Judges of this District. At a minimum, a petitioner who is unable to list two sponsors who are members of the Bar of this District instead shall provide sworn affidavits from at least three sponsoring attorneys who are members of local federal or state bars, wherein such sponsoring attorneys shall list the location and date of their Bar admission(s), and shall attest to the subject matter listed at subdivisions (ii) through (vi), above.

When a hearing is held to grant a petition, a member of the Bar of this District shall move for admission of the petitioner. The petitioner shall take an oath in open court to support the Constitution and laws of the United States of America, and to discharge faithfully such petitioner’s duties as an attorney according to the law and the recognized standards of ethics of the profession. Under the direction of the Clerk, the newly admitted attorney shall sign the Roll of Attorneys, or in cases approved by the Court, the Clerk shall add their name to the Roll (indicating that the Clerk has done so on behalf of such newly admitted attorney). Additionally, such newly admitted attorney shall pay the fee required by law, as well as an additional fee of \$52.00, which the Clerk shall place in a fund to be used for expenses incurred pursuant to Rule 83.2 of these Local Rules of Civil Procedure.

### **(c) Annual Registration Fee**

Effective April 3, 2024, all attorneys who were admitted by regular admission shall register annually between June 1 and August 31 to continue as active members of the bar of this Court. Active status in the District Court is required for practice in both the U.S. District Court and in the U.S. Bankruptcy Court for the District of Connecticut. Members of the bar shall pay an annual fee of \$50.00, which shall be placed in a fund maintained by the Clerk pursuant to the Plan for

the Administration of Non-Appropriated Fund and earmarked for the Federal Pro Se Legal Assistance Program ("FPSLAP"). Annual registration fees will be used solely for purposes that inure to the benefit of the FPSLAP, including but not limited to the salaries and fringe benefits of FPSLAP employees, office furnishings and equipment, office telephones and cell phones and related costs, copies, and costs of litigation. If members of the bar fail to pay their annual registration fees, their filing privileges may be suspended, and they will be subject to removal from the rolls of the Court's bar.

**(d) Address with the Court**

(1) Any self-represented party must provide an address where service can be made upon such party.

(2) A member of the bar of this Court who changes his or her office address shall notify the Clerk of such change of address within 30 days of such change.

**(e) Visiting Attorneys**

(1) Attorneys not members of the Bar of this Court, but who are members in good standing of the bar of another Federal or State Court, may be permitted to represent clients in criminal, civil and miscellaneous proceedings in this Court on written motion by a member of the Bar of this Court. The motion shall be accompanied by an affidavit, or declaration on a form available from the Clerk's Office or on the website and executed by the proposed visiting attorney:

(a) stating the proposed visiting attorney's office address, telephone number, fax number, and e-mail address;

(b) identifying the bar of each court of which said attorney is and has ever been a member, and the corresponding bar identification number(s); or if no such numbers have been assigned, so stating;

(c) stating that said attorney:

(i) has no pending disciplinary complaints as to which a finding has been made that such complaint should proceed to a hearing; and

(ii) has not been denied admission to, been disciplined by, resigned from, surrendered a license to practice before, or withdrawn an application for admission to practice while facing a disciplinary complaint before, this Court or any other court; or, if the visiting attorney cannot so state as to subsections (c)(i) and (c)(ii), then the visiting attorney must describe in full the circumstances of any such complaint, denial, discipline, resignation, surrender, or withdrawal, including the reasons therefor, any penalty, sanction or other discipline imposed, whether such discipline was satisfied, and whether the attorney is currently in good standing in such jurisdiction(s);

(d) stating that said attorney has fully reviewed and is familiar with the Federal Rules of Civil Procedure (for an attorney seeking admission in a civil case) or Criminal Procedure (for an attorney seeking admission in a criminal case), the applicable Local Rules of the United States District Court for the District of Connecticut, and the Connecticut Rules of Professional Conduct;

and

(e) designating the sponsoring attorney as his or her agent for service of process and the District of Connecticut as the forum for the resolution of any dispute arising out of said attorney's admission under this Local Rule 83.1(d), to include matters involving grievances filed against the visiting attorney and matters of attorney discipline that relate thereto.

(2) Said motion shall be made promptly and may be denied if granting the motion will require modification of a scheduling order entered pursuant to Fed. R. Civ. P. 16(b). If the motion is granted, the sponsoring attorney may apply to be excused from attendance in Court and participation in other proceedings before the Court. A sponsoring attorney who is excused is not thereby relieved of any other obligation of an appearing attorney. A visiting attorney admitted pursuant to this Local Rule may participate in depositions, Rule 26(f) conferences, and other conferences with other parties not involving Court personnel without the presence of the sponsoring attorney.

(3) Each such motion filed on behalf of an attorney shall be accompanied by payment to the Clerk of this Court of a fee of \$200.00, which shall be placed in a fund maintained by the Clerk pursuant to the Plan for the Administration of the Non-Appropriated Fund.

(4) Upon admission under this rule, an attorney shall promptly file with the Clerk of the Court a certificate of good standing from the court of the state in which he or she has his or her primary office.

Such certificate of good standing shall be filed no later than 60 days after the date of admission and shall be dated no more than 60 days before the date of admission. Failure to file such certificate will result in the automatic revocation of the visiting attorney status of said attorney, absent an order of the Court. Furthermore, upon revocation of a visiting attorney's status in one case, the Clerk of the Court shall examine the Court's Docket and revoke said attorney's visiting attorney status in all cases in which said attorney has filed an appearance.