

**UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT**

**NOTICE REGARDING LOCAL RULES**

Proposed revision to the following Local Rule was posted on the USDC website on December 20, 2023. **The comment period has been extended to February 21, 2024:**

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

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 February 21, 2024.**

## RULE 83.1

### ADMISSION OF ATTORNEYS

(Amended ~~July 14, 2023~~ \_\_\_\_\_, 2024)

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

Effective January \_\_, 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. Federal government attorneys shall be exempt from annual registration and payment of the annual registration fee. 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.

#### **(e)(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.

#### **(d)(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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