



**Federal Bar  
Association**  
New Orleans Chapter

**MALCOLM MONROE FEDERAL PRACTICE SEMINAR & SWEARING IN CEREMONY**

**December 4, 2024, 12:30 p.m. to 5:30 p.m.**

**U.S. District Court – Eastern District of Louisiana,  
500 Poydras Street, C-501 New Orleans, LA**

**Admission to U.S. Fifth Circuit, all LA federal district courts, and 4 hours of CLE  
(including Ethics, Professionalism, and Law Practice Management)\***

Attendance at the Malcolm W. Monroe Federal Practice Seminar will provide four total hours of CLE, including one hour each of ethics, professionalism, and law practice management. The seminar culminates in a ceremony at which **attendees can be sworn into all (or any) federal courts in Louisiana, including the U.S. Fifth Circuit Court of Appeals.**

As a bonus, the LSBA will be present to make Member ID cards. And after the ceremony, the New Orleans Chapter of the Federal Bar Association will host its annual **Holiday Cocktail Party** in the Great Hall of the U.S. Fifth Circuit. All new or current Chapter members are invited to attend!

**REGISTRATION DETAILS**

**ATTENDEES WISHING TO EARN CLE AND BE ADMITTED**

**TO THE FEDERAL COURTS IN LOUISIANA – Deadline November 13, 2024**

For those seeking admission to the Eastern, Western, or Middle Districts of Louisiana or the U.S. Fifth Circuit, the deadlines to submit registration materials appear on the following forms. **Each Court may have different dates by which you must submit their applications and admission fees.** To be sworn in at the Seminar, the New Orleans Chapter of the FBA must **receive by November 13 at 3:00pm your completed packet** of enrollment or verification forms, registration form, and appropriate payment.

The fee for the 4-hour seminar for newly admitted attorneys is \$110.00. By registering for the seminar, newly admitted attorney attendees also will **receive a year-long membership in the FBA**, an organization dedicated to improving the quality of practice in federal courts and facilitating interaction and communications between the bar and the judiciary. FBA membership benefits include activities and functions such as our *Lunch with the Court* program, our annual *Federal Judges' Reception*, and other social events that provide invaluable opportunities to network with federal judges and bar members, both locally and nationally. Except for Malcolm Monroe, all FBA CLEs are free—all year long. You will also receive complimentary subscriptions to our award-winning publication, *The Advocate*, and the National Federal Bar Association's *The Federal Lawyer*.

**ATTENDEES WISHING TO EARN CLE ONLY**

Registration in advance or on the day of the program will be accepted. Register through Eventbrite with the link on our website, [nofba.org](https://nofba.org)

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\* For newly admitted attorneys in Louisiana, 8 of the required 12.5 CLE hours must be approved Law Practice Management, Professionalism, or Ethics topics.

## MALCOLM MONROE FEDERAL PRACTICE SEMINAR & SWEARING IN CEREMONY AGENDA

<b>12:50pm</b>	<b>Welcome (Judge Vitter)</b>
<b>1:00pm</b>	<p><b>Candor from the Court: A Conversation with Federal Judicial Law Clerks</b>  <i>1 hour CLE</i></p> <ul style="list-style-type: none"> <li>• Gianluca Cocito-Monoc, current clerk to the Judge James L. Dennis (U.S. Fifth Circuit) and former clerk to the Judge Susie Morgan (ELDA)</li> <li>• Emily LaCerte (Baron &amp; Budd), former clerk to Judge Shelly D. Dick (MDLA)</li> <li>• Kelicia Davis Raya (Kean Miller LLP), former clerk to Judge Ivan L.R. Lemelle (EDLA)</li> <li>• Margaret Manning (Stanley Reuter Alford Owen Munson &amp; Paul), former clerk to Judge S. Maurice Hicks (WDLA)</li> <li>• Daniel Obioha (Taylor Wellons Politz &amp; Duhe), former clerk to then-Magistrate Judge Dana Douglas (EDLA)</li> </ul> <p>Current or former law clerks from the U.S. Fifth Circuit and every federal district court in Louisiana offer guidance on understanding the differences in the rules of and customary practices within our local courts to ensure you excel in federal practice in every court. Panelists will also cover topics like judges' and law clerks' likes and dislikes in briefing, oral argument, and interacting with chambers so practitioners can best represent and advocate for their clients.</p>
<b>2:00pm</b>	<p><b>Fake It Til You Make It: Systems for Success in Practice &amp; Work-Life Management</b>  <i>1 hour law office management CLE</i></p> <ul style="list-style-type: none"> <li>• Kristen Amond (Kristen Amond LLC)</li> <li>• Erin Rigsby Hawkins (Chehardy Sherman &amp; Williams)</li> <li>• Matthew Rogenes (Stag Liuzza)</li> </ul> <p>It's no secret that lawyers are statistically more likely than non-lawyers to suffer from high anxiety, stress, burnout, and alcohol or substance abuse. Set yourself up for success in office and caseload organization, calendaring and time management, and communications with clients and superiors to maintain both healthy and professional work-life boundaries and develop practice longevity.</p>
<b>3:00pm</b>	<b>Break</b>
<b>3:15pm</b>	<p><b>The Role of Implicit Bias in Your Legal Career and Community</b>  <i>1 hour professionalism CLE</i></p> <ul style="list-style-type: none"> <li>• Hon. Janis van Meerveld, Magistrate Judge, Eastern District of Louisiana</li> </ul> <p>Objectivity is an illusion. Without our conscious knowledge, stereotypes and assumptions are embedded into all our brains. Implicit biases are held by everyone, including those negatively impacted by those biases. With a focus on new professionals, Judge van Meerveld will help you learn how to recognize and address implicit bias and highlight how law firms and lawyers can work to create and foster a legal community where opportunities for growth, development, and advancement are open to all.</p>

*Continued on Next Page*

4:15pm	<p><b>The Ethics &amp; Importance of Pro Bono Representation</b>  <i>1 hour ethics CLE</i></p> <ul style="list-style-type: none"> <li>• Hon. Michael North, Chief Magistrate Judge, Eastern District of Louisiana</li> <li>• Stephen Haedicke (Law Office of Stephen J. Haedicke, LLC)</li> <li>• Kathryn Munson (Stanley Reuter Alford Owen Munson &amp; Paul)</li> </ul> <p>Did you know that the Rules of Professional Conduct instruct every lawyer to <i>aspire</i> to provide 50 hours of pro bono legal services to indigent persons? While pro bono representation can seem intimidating, it is extremely rewarding, both personally and professionally. Learn more about how the Eastern District of Louisiana identifies cases in which litigants are deserving of pro bono representation, the Court's expectations and accommodations for pro bono counsel, and your ethical obligations in taking on pro bono representation.</p>
5:15pm	<p><b>Swearing In Ceremony and Admission to the Federal Courts</b>  Honorable Wendy Vitter, Judge for the U.S. District Court for the Eastern District</p>
5:30pm	<p><b>Holiday Party in the Great Hall</b>  U.S. Fifth Circuit Court of Appeals, 600 Camp St., New Orleans</p>



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**500 Poydras Street, C-501 New Orleans, LA**

**REGISTRATION FORM**

(if seeking CLE & federal court admission, register by November 13, 2024 at 3:00pm)

Name\* \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Employer/Legal Organization \_\_\_\_\_

Address \_\_\_\_\_

Louisiana Bar Number\* \_\_\_\_\_

First Court Admissions information (include first court in which you were admitted to practice in, the date (MM/YYYY) admitted and State/District): \_\_\_\_\_

*\*Submit your name as you want it to appear on your federal court bar certificates. You must have an LA bar number!*

**INSTRUCTIONS AND CHECKLIST**

**Step 1: CLE Seminar and FBA Registration**

\_\_\_\_\_ Registration Fee

**Recent Law School Graduate or Attorney, New to the FBA\*** (Non-FBA member that graduated law school within the past 18 months or is a first time FBA Member. Includes CLE registration, FBA membership, Chapter Dues, and Holiday Party). **To receive this rate, you must join (1) the national FBA and the (2) New Orleans Chapter per the instructions in this packet.**

☐ Private Sector Attorney - \$110 ☐ Public Sector Attorney - \$110

**FBA Member & Practicing Attorney: I am already an FBA member, and I want to attend the CLE Only\***

You must be a current (renewed) member of (1) the national FBA and (2) the New Orleans Chapter. The FBA calendar year runs from Oct. 1<sup>st</sup> - September 30<sup>th</sup>.

☐ Seminar Only \$0.00

**Non FBA Member & Practicing Attorney: I am NOT an FBA member, and I want to attend the CLE Only\***

☐ Seminar Only \$125.00

\*These registrations can be made online and paid with a credit card through the Eventbrite link

<https://www.eventbrite.com/e/malcolm-monroe-federal-practice-series-cle-only-tickets-1047125680097>

\$ \_\_\_\_\_ **Payment by check made payable to "New Orleans Chapter of the Federal Bar Association" (Tax ID No. 72-1246027).**

\$ \_\_\_\_\_ **Payment online through the Eventbrite link** - Proof of payment (such as an email or paper printout) must be included in your return registration packet.

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## Membership in the Federal Bar Association

In a special partnership with the National FBA, we are offering our Malcolm W. Monroe Federal Practice Seminar attendees FREE membership in both the National Chapter and the New Orleans Chapter for the first year. This is a \$165.000 savings for your first year.

Membership in the National FBA and the New Orleans Chapter are required to receive the discounted CLE rate and Holiday Party admission. Proof of membership (such as an email or paper printout) must be included in your return registration packet. For attendees who pay for the Seminar online, proof of membership can be emailed to [nofbarsvp@gmail.com](mailto:nofbarsvp@gmail.com)

To join the FBA, complete all required information at this link:  
<https://members.fedbar.org/eweb/Dynamicpage.aspx?webcode=FBAMbrJoin>

When you get to the end to pay, please use the case-sensitive discount code **MONROE24** (no punctuation or leading spaces. In the chapter section, please be sure to select the New Orleans Chapter. If you choose to join a section or division, those may have additional fees that will need to be paid.

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## Lodging for Out-of-Town Attendees

For out-of-town attendees, the New Orleans Chapter is proud to offer a room block at The InterContinental Hotel (444 St. Charles Avenue New Orleans, LA), which is only a block away from the Eastern District courthouse. Rooms are \$149.00 per night + tax and are available for December 3<sup>rd</sup> and 4<sup>th</sup>. You may reserve for one or both nights. All costs and incidentals must be paid by the attendee. The room block with the reduced rate is only available until **November 4, 2024**. **Click the link below to make your reservation directly with the hotel.**

<https://book.passkey.com/e/50874951>

## Step 2: Bar Admissions Applications – Complete this part only if you are applying for admission to any of the federal courts.

Please review this section carefully. You are not required to apply for admission to all of the courts; you may select one or more. You need your Louisiana Bar Roll number to complete these applications. **Different courts have different deadlines and admission fees. Most applications are completed online, except for the EDLA.**

### Attorneys Admitted in October 2024

- Your Bar Roll number will be mailed with your Certificate of Good Standing shortly after you are sworn in. Registrants are required to include their Bar Roll Number to complete applications.
- All federal courts in Louisiana and the U.S. Fifth Circuit do not require Certificates of Good Standing for attorneys admitted in Louisiana in October 2024 but do require some proof of recent bar admissions (within the 30 days of receiving the letter).

### Other Registrants – Attorneys Admitted before October 2024

- To obtain your Certificates of Good Standing, go to <https://cogs.lasc.org/> to place your request online. If you have any questions, call the Louisiana Supreme Court (LASC) at (504) 310-2315.
- Please contact LASC as soon as possible as it may take the Court up to five days business days to process your request. There is a \$25 fee for *each* certificate requested.
- **You will need an original Certificate of Good Standing for each court to which you are applying** if you were admitted before October 2024.

Please call the New Orleans Chapter of the FBA with any questions at (504) 589-7990.

**Each court requires a *separate* application and a *separate* form of payment to the appropriate court. Please indicate the courts to which you wish to be admitted:**

- ☐ U.S. Court of Appeals for the Fifth Circuit – apply online but submit verification to FBA
- ☐ U.S. District Court for the Eastern District of Louisiana – original written application to FBA
- ☐ U.S. District Court for the Western District of Louisiana- apply online but submit verification to FBA
- ☐ U.S. District Court for the Middle District of Louisiana – apply online but submit verification to FBA

***The New Orleans Chapter of the FBA must receive your completed registration packets by November 13, 2024, at 3:00 p.m.***

**Please submit all completed forms and verifications/proof of online submissions for the U.S. Court of Appeals for the Fifth Circuit if applicable), U. S. District Court for the Eastern District of Louisiana (if applicable), U.S. District Court for the Western District of Louisiana (if applicable) and U.S. District Court for the Middle District of Louisiana (if applicable) to:**

**New Orleans Chapter of the  
Federal Bar Association  
500 Poydras Street, Room B-245  
New Orleans, LA 70130**

**Please do not staple court forms.**

## **A. U.S. Circuit Court of Appeals for the Fifth Circuit – Online Application**

The U.S. Court of Appeals for the Fifth Circuit requires that all applicants for Petitions for Admission to Practice pay their fees online using the Court's CM/ECF system and submit their application electronically. **You must submit your online application to the U.S. Court of Appeals for the Fifth Circuit of Appeals by November 13, 2024.** The FBA will not process these applications; the Fifth Circuit will mail certificates directly to you.

1. Complete the [Application and Oath for New Admission](#) form.
2. Obtain a Certificate of Good Standing from a federal or state court/bar to which you are a member.
  - NOTE: A certificate of good standing is not required if you were initially admitted to a state bar or state supreme court within 30 days of this application\* or if you are an attorney working for the U.S. Government or U.S. Judiciary. Newly admitted attorneys should provide documentation of recent bar admission.
3. Log in to [PACER](#) and register for admission to the 5th Circuit bar. (If you do not already have a PACER account, you must [register](#).) Instructions: [How to submit an Attorney Bar Application via Pacer](#)
4. A certificate confirming your admission to the Fifth Circuit Bar will be sent to you by U.S. Mail.

\_\_\_\_\_ **Yes. I wish to apply for admission to practice in the *U.S. Court of Appeals for the Fifth Circuit* as part of the Malcolm Monroe Seminar on December 4, 2024.**

\_\_\_\_\_ **No. At this time, I am not applying to practice in the *U.S Court of Appeals for the Fifth Circuit*.**

## **B. U.S. District Court for the Eastern District of Louisiana – Paper Application**

Each applicant for admission to Eastern District must send a signed, written petition, endorsed by two members of the EDLA bar, and that lists the applicant's residence and office address, general and legal education, the courts to which the applicant has been admitted to practice, and that states the applicant is qualified to practice before this court, is of good moral character, and is not subject to any pending disbarment or professional discipline procedure in any other court. If the applicant has previously been subject to any disciplinary proceedings, full information about the proceedings, the charges, and the result must be given. **You must submit your paper application to the New Orleans Chapter of the FBA by November 13, 2024, at 3:00 p.m.** You will receive your admission certificate at the Malcolm Monroe Seminar, after the swearing-in ceremony.

1. Complete the Original [Petition for Admission to Practice](#). Petition must be typed or legibly printed and signed. Admission packet can be found on the website for the [United States District Court for the Eastern District of Louisiana](#), attorney information, admission packet.
2. Two members of the bar must endorse the applicant via the enclosed **Certificate(s)**.
3. Complete **Attorney Registration Statement**.
4. Complete the **Electronic Case Filing System Consent to Electronic Filing Form**.
5. Include payment (**check**) of **\$229.00 made payable to "Clerk, U.S. District Court"**.
6. Paper clip all materials and return with registration materials to New Orleans Chapter of the FBA.
  - \_\_\_\_ Original and signed Petition for Admission to Practice with Certificate(s) and Attorney Registration Statement
  - \_\_\_\_ Check for \$229 made payable to "Clerk, U.S. District Court,"
  - \_\_\_\_ Electronic Case Filing System Consent to Electronic Filing Form

\_\_\_\_ **Yes. I wish to apply for admission to practice in the *U.S. District Court for the Eastern District of Louisiana* as part of the Malcolm Monroe Seminar on December 4, 2024.**

\_\_\_\_ **No. At this time, I am not applying to practice in the *U.S. District Court for the Eastern District of Louisiana*.**



## C. U.S. District Court for the Middle District of Louisiana – Online Application

The Middle District requires that all Petitions for Admission to Practice be submitted electronically, and the fee must be paid online. Please note that you are part of the New Orleans Chapter Swearing-In Ceremony in the application. **You must submit your online application to the Middle District by November 13, 2024 at 3:00pm.** You will receive your admission certificate at the Malcolm Monroe Seminar, after the swearing-in ceremony.

1. All requests for admission must be **submitted online using the Court's approved forms** (which are included in this packet for your convenience). For an overview of the application process, please visit <https://www.lamd.uscourts.gov/attorney-admission>.
2. **Download the approved fillable PDF [Motion for Admission to Practice before the United States District Court for the Middle District of Louisiana and Petition of Applicant here](#).**
3. The **Motion for Admission** must be submitted on behalf of the applicant by an attorney in good standing with the Middle District and must include, in addition to the moving attorney's affidavit, an affidavit of a second attorney in good standing with the Middle District (for a total of two attorneys). The form of these affidavits is included as part of the Motion and Petition above. The admission dates for the moving and secondary attorney are required and can be searched for [here](#).
4. All applicants for admission to the bar of this Court must be members in good standing of the Louisiana Supreme Court. The **Motion and Petition** must include an original certificate of good standing with the Court seal from the Louisiana Supreme Court dated within the last six months. Attorneys newly admitted to the state bar do not need to supply a Certificate of Good Standing.
5. **Notarize the applicant's signature** on the Oath of Office, or the form will not be processed.
6. **Scan the Motion, Petition and accompanying documents in a single PDF file and upload online** at <https://www.lamd.uscourts.gov/baradmission/AttyForm.php>.
7. Upon uploading and submission, **pay the \$244 admission fee** using a credit card or ACH, via pay.gov. The admission fee represents the fee required by the Judicial Conference and the annual Bench Bar fee pursuant to 83(b)(5). If the petition is not admitted, the fee will be refunded.
8. The Clerk of Court will screen the application. If the admission requirements are met, the applicant will be notified via email, a Certificate of Admission issued, the attorney's name will be added to the roll of attorneys, and an electronic e-filing account will be issued. If the requirements are not met, the applicant will be contacted with appropriate instructions.
9. No appearance is necessary or required. Personal appearance to be sworn in, is waived.
10. Attorneys participating in any of the Annual Mass Admission ceremonies sponsored by the three Louisiana Chapters of the Federal Bar Association, **please make the appropriate selection** during the online registration process.
11. Pursuant to the administrative procedures of this Court, the original application with all original signatures and the original certificate of good standing must be **maintained by the applicant for a period of one year** and must be produced, if requested.

\_\_\_\_\_ Yes. I wish to apply for admission to practice in the *U.S. District Court for the Middle District of Louisiana* as part of the Malcolm Monroe Seminar on December 4, 2024.

\_\_\_\_\_ No. At this time, I am not applying to practice in the *U.S. District Court for the Middle District of Louisiana*.

## **D. U.S. District Court for the Western District of Louisiana – Online Application**

Each applicant for admission to the bar of the U. S. District Court for the Western District of Louisiana must complete a Petition for Admission and Written Oath for Admission to Practice. **You must submit your online application to the Western District and payment to the Western District by November 13, 2024 at 3:00pm.** The FBA will not process these applications; the Fifth Circuit will mail certificates directly to you.

1. Log into [Manage My Account](#) (redirects to PACER) with the attorney's individual account.
2. Ensure your account type is "Upgraded PACER Account." If it is not, please click the provided link that allows you to upgrade.
3. Click the Maintenance tab.
4. Click the Attorney Admissions / E-File Registration Link.
5. Follow the prompts and provide the required information as indicated by the red asterisks. The Western District requires two attachments: 1) [Endorsement Certificate](#) and 2) **Certificate of Good Standing** (dated within the last 6 months). Attorneys newly admitted to the state bar in 2024 do not need to supply a Certificate of Good Standing, but must instead upload the **Waiver of Certificate of Good Standing Requirement form** (included in the forms packet which is a separate download.)
6. Click the Attorney Admissions and E-File button on the appropriate screen and follow the prompts.
7. After your application is approved, you will receive an email instructing you to pay the **\$213 admission fee** through pay.gov.
8. The online process will also include the following mandatory question: Are you participating in the Malcolm Monroe Mass Swear-In sponsored by the New Orleans Federal Bar Association?
9. A certificate confirming your admission to the U.S. District Court for the Western District of Louisiana will be sent to you by U.S. Mail.

\_\_\_\_ **Yes. I wish to apply for admission to practice in the *U.S. District Court for the Western District of Louisiana* as part of the Malcolm Monroe Seminar on December 4, 2024.**

\_\_\_\_ **No. At this time, I am not applying to practice in the *U.S. District Court for the Western District of Louisiana*.**